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Proposed programme budget for the biennium 1998-1999*

Part IX Internal oversight

Section 28
Internal oversight
(Programme 25 of the medium-term plan for 1998-2001)

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* The present document contains section 28 of the proposed programme budget for the biennium 1998-1999. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Fifty-second Session, Supplement No. 6* (A/52/6/Rev.1).

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Part IX
Internal oversight

Section 28
Internal oversight
(Programme 25 of the medium-term plan for 1998-2001)

Overview

28.1 The Office of Internal Oversight Services was established in September 1994. The purpose of the Office is to assist the Secretary-General in fulfilling his internal oversight responsibilities through the exercise of its functions with regard to monitoring, internal audit, inspection, evaluation and investigations. The Office consists of the Office of the Under-Secretary-General, the Central Evaluation Unit, the Audit and Management Consulting Division, the Central Monitoring and Inspection Unit and the Investigations Section.

28.2 The Office is responsible for the implementation of programme 25, Internal oversight, of the medium-term plan for the period 1998-2001 (A/51/6/Rev.1 and Rev.1/Corr.1).

28.3 During the biennium 1998-1999, the Office will establish priorities for its work in line with the needs of the substantive departments and the Organization as a whole. The relationship between the Office and the operational funds and programmes will be more substantively defined. Emphasis will be placed further on self-monitoring and self-evaluation on the part of programme managers, with guidance from the Office. The investigation function will be enhanced with the establishment of terms of reference and written procedures, and with the experience gained by the staff. Compliance with the Office's recommendations will be systematically monitored by the responsible unit of the Office.

28.4 The estimated percentage distribution of the total resources of the major programme in 1998-1999 would be as follows:

	Regular budget	*Extra-budgetary*
	(percentage)	
Executive direction and management	11.7	—
Programme of work	88.3	100.0
Total	**100.0**	**100.0**

28.5 Within the programme of work, the percentage distribution of resources among subprogrammes would be as follows:

		Regular budget	*Extrabudgetary*
		(percentage)	
1.	Central evaluation	11.2	—
2.	Audit and management consulting	52.4	100.0
3.	Central monitoring and inspection	12.3	—
4.	Investigations	24.1	—
	Total	**100.0**	**100.0**

Table 28.1 **Summary of requirements by component**

(Thousands of United States dollars)

(1) *Regular budget*

Component	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
A. Executive direction and management	679.8	1 545.1	508.2	32.8	2 053.3	126.1	2 179.4
B. Programme of work							
1. Central evaluation	1 328.5	1 730.3	(9.0)	(0.5)	1 721.3	115.2	1 836.5
2. Audit and management consulting	7 033.1	7 754.2	435.7	5.6	8 189.9	440.5	8 630.4
3. Central monitoring and inspection	1 161.2	1 387.4	498.3	35.9	1 885.7	131.5	2 017.2
4. Investigations	797.0	2 594.5	1 104.1	42.5	3 698.6	275.2	3 973.8
Total	**10 999.6**	**15 011.5**	**2 537.3**	**16.9**	**17 548.8**	**1 088.5**	**18 637.3**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
3 404.6	2 680.4	(i) United Nations organizations	3 827.5
		(ii) Extrabudgetary activities	—
594.4	1 011.3	Support to extrabudgetary substantive activities	1 012.9
1 359.5	582.4	Technical cooperation activities	644.0
2 225.8	2 279.7	Peacekeeping cooperation activities	2 354.8
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
7 584.3	**6 553.8**	**Total**	**7 839.2**
18 583.9	**21 565.3**	**Total (1) and (2)**	**26 476.5**

Table 28.2 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	10 334.2	13 546.5	2 121.6	15.6	15 668.1	976.4	16 644.5
Other staff costs	49.9	116.2	22.3	19.1	138.5	8.2	146.7
Consultants and experts	84.8	186.9	13.3	7.1	200.2	11.8	212.0
Travel	230.1	544.4	236.5	43.4	780.9	46.6	827.5
Contractual services	44.7	31.7	12.0	37.8	43.7	2.6	46.3
General operating expenses	79.8	152.9	127.3	83.2	280.2	16.7	296.9
Hospitality	0.6	4.3	—	—	4.3	0.1	4.4
Supplies and materials	19.4	80.3	39.1	48.6	119.4	7.3	126.7
Furniture and equipment	156.1	348.3	(34.8)	(9.9)	313.5	18.8	332.3
Total	**10 999.6**	**15 011.5**	**2 537.3**	**16.9**	**17 548.8**	**1 088.5**	**18 637.3**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Object of expenditure*	*1998-1999 estimates*
6 889.4	6 149.8	Posts	7 270.6
170.4	327.5	Other staff costs	336.2
25.0	—	Consultants and experts	—
465.0	76.5	Travel	208.0
25.0	—	General operating expenses	15.4
9.5	—	Supplies and materials	—
—	—	Furniture and equipment	9.0
7 584.3	**6 553.8**		**7 839.2**
Total (1) and (2)	**18 583.9**	**21 565.3**	**26 476.5**

Table 28.3 **Post requirements**[a]

Organizational unit: Office of Internal Oversight Services

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
USG	1	1	—	—	—	—	1	1
D-2	1	1	—	—	—	—	1	1
D-1	3	4	1	—	—	—	4	4
P-5	10	12	2	—	3	2	15	14
P-4/3	27	30	3	—	17	21	47	51
P-2/1	8	8	—	—	1	1	9	9
Total	**50**	**56**	**6**	**—**	**21**	**24**	**77**	**80**
General Service category								
Principal level	9	9	1	—	1	1	11	10
Other levels	15	17	—	—	7	8	22	25
Total	**24**	**26**	**1**	**—**	**8**	**9**	**33**	**35**
Other categories								
Local level	—	—	—	—	1	1	1	1
Total	**—**	**—**	**—**	**—**	**1**	**1**	**1**	**1**
Grand total	**74**	**82**	**7**	**—**	**30**[b]	**34**[c]	**111**	**116**

[a] In addition, three gratis personnel on non-reimbursable loan have been contributed at the P-4/3 level in the biennium 1996-1997. It is anticipated that in the biennium 1998-1999, one of these would continue to be contributed.

[b] 1996-1997: extrabudgetary posts for support to UNHCR (1 P-5, 4 P-4, 3 P-3, 1 General Service (Principal level) and 2 General Service (Other level)); ITC (1 P-2); United Nations International Drug Control Programme (1 P-4); support to extrabudgetary administrative structures (1 P-4, 1 Local level); technical cooperation reimbursement resources (1 P-5 and 3 General Service (Other level)); support to extrabudgetary substantive activities (1 P-4, 1 P-3 and 2 General Service (Other level)); and support for peacekeeping operations (1 P-5, 6 P-4, 3 P-3 and 1 General Service (Other level)), totalling 34 posts. In addition, 4 personnel on non-reimbursable loan have been contributed by UNHCR (1 P-4, 2 P-3 and 1 General Service (Other level)).

[c] 1998-1999: extrabudgetary posts for support to UNHCR (1 P-5, 4 P-4, 3 P-3, 1 General Service (Principal level) and 2 General Service (Other level)); ITC (1 P-2); United Nations International Drug Control Programme (1 P-4); support to extrabudgetary administrative structures (1 P-4, 1 Local level); technical cooperation reimbursement resources (1 P-4 and 3 General Service (Other level)); support to extrabudgetary substantive activities (1 P-4, 1 P-3 and 2 General Service (Other level)); and support for peacekeeping operations (1 P-5, 6 P-4, 3 P-3 and 1 General Service (Other level)), totalling 34 posts.

A. Executive direction and management

Office of the Under-Secretary-General

Table 28.4 **Summary by object of expenditure**
(Thousands of United States dollars)

Regular budget

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	583.8	1 224.7	417.2	34.0	1 641.9	101.5	1 743.4
Other staff costs	—	40.9	—	—	40.9	2.4	43.3
Consultants and experts	83.0	29.3	—	—	29.3	1.7	31.0
Travel	12.5	51.2	6.3	12.3	57.5	3.5	61.0
Contractual services	0.5	—	—	—	—	—	—
General operating expenses	—	149.3	76.9	51.5	226.2	13.5	239.7
Hospitality	—	2.2	—	—	2.2	0.1	2.3
Supplies and materials	—	—	5.0	—	5.0	0.3	5.3
Furniture and equipment	—	47.5	2.8	5.8	50.3	3.1	53.4
Total	**679.8**	**1 545.1**	**508.2**	**32.8**	**2 053.3**	**126.1**	**2 179.4**

Table 28.5 **Post requirements**

Organizational unit: Office of the Under-Secretary-General

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
USG	1	1	—	—	—	—	1	1
P-5	1	1	—	—	—	—	1	1
P-4/3	1	2	—	—	—	—	1	2
Total	**3**	**4**	**—**	**—**	**—**	**—**	**3**	**4**
General Service category								
Principal level	1	2	1	—	—	—	2	2
Other levels	2	3	—	—	—	—	2	3
Total	**3**	**5**	**1**	**—**	**—**	**—**	**4**	**5**
Grand total	**6**	**9**	**1**	**—**	**—**	**—**	**7**	**9**

28.6 The Office of the Under-Secretary-General provides overall direction, supervision and management of the activities of the Office of Internal Oversight Services. It is responsible for planning, coordinating and monitoring the work programme of the Office and monitoring and reporting on the implementation of recommendations made.

28.7 In keeping with its operational independence, the Office has established an administrative unit within the Office of the Under-Secretary-General. The unit provides the Office of Internal and Oversight Services with personnel and financial administration and plans the utilization of its own resources as well as the

common services. It also advises the senior managers of the Office on administrative and financial policies and procedures. These services were formerly provided to the Office by the Executive Office of the Department of Administration and Management.

Activities

28.8 During the biennium 1998-1999, the following activities will be undertaken:

(a) *Servicing of intergovernmental and expert bodies*

General Assembly

(i) Parliamentary documentation. Annual analytical and summary report to the General Assembly on the activities of the Office;

(ii) Substantive servicing. Fifth Committee, 1998 and 1999;

(b) *Internal oversight services*

Semi-annual reports to the Secretary-General on the status of implementation of the recommendations of the Office.

Resource requirements (at current rates)

Posts

28.9 Estimated requirements of $1,641,900 relate to salaries and common staff costs for nine posts. The resource growth of $417,200 reflects the combined effect of the application of new standardized vacancy rates, the full biennial cost of the General Service (Principal level) post approved in 1996-1997 and the redeployment of one P-3 post from the Central Evaluation Unit and one General Service (Other level) post from the Department of Administration and Management. The redeployed posts would become part of the administrative unit and will enhance the personnel and financial services required in the Office. In addition, conversion of one temporary General Service (Principal level) post to an established post is required. The post provides essential ongoing functions in the administrative unit which is currently operating with one P-4 post and the aforementioned General Service post.

Other staff costs

28.10 Provisions of $40,900 under this heading relate to general temporary assistance required to provide adequate coverage during periods of peak workload and for staff on extended sick or maternity leave ($20,200) and overtime to cover periods of peak workload and during General Assembly sessions ($20,700).

Consultants and experts

28.11 Resources amounting to $29,300 are proposed for consultancy services in the specialized areas related to oversight services including enhancements to the computerized system for tracking the implementation of the recommendations of the Office.

Travel

28.12 Resources amounting to $57,500 are proposed to enable the Under-Secretary-General and senior staff to travel to various duty stations during the biennium for various activities of the Office that would require the intervention of senior management.

General operating expenses

28.13 Provisions of $226,200 relate to communications ($80,600), maintenance of office automation equipment ($145,100) and miscellaneous services ($500). The increased requirement is due to the overall increase in the use of communications by Office units, the establishment of the administrative unit and higher unit cost applied for the maintenance of office automation equipment. The requirements for maintenance of office automation equipment for all Office units are centralized under the Office of the Under-Secretary-General.

Hospitality

28.14 An amount of $2,200 is requested under this heading to reimburse officials of the Office not entitled to representation allowance but who are required to extend hospitality to outside specialists in various fields.

Supplies and materials

28.15 Provision of $5,000 is required for office supplies, including data-processing supplies.

Furniture and equipment

28.16 An amount of $50,300 is for acquisition of data-processing equipment and software ($25,200) and office equipment ($25,100).

B. Programme of work

Subprogramme 1
Central evaluation

Table 28.6 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	1 258.4	1 593.3	(37.3)	(2.3)	1 556.0	105.3	1 661.3
Other staff costs	—	—	14.1	—	14.1	0.8	14.9
Consultants and experts	1.8	33.1	(13.1)	(39.5)	20.0	1.1	21.1
Travel	0.6	50.3	11.1	22.0	61.4	3.7	65.1
Contractual services	—	31.7	—	—	31.7	1.9	33.6
General operating expenses	11.2	3.6	1.0	27.7	4.6	0.3	4.9
Hospitality	0.2	1.5	—	—	1.5	—	1.5
Supplies and materials	—	—	2.0	—	2.0	0.2	2.2
Furniture and equipment	56.3	16.8	13.2	78.5	30.0	1.9	31.9
Total	**1 328.5**	**1 730.3**	**(9.0)**	**(0.5)**	**1 721.3**	**115.2**	**1 836.5**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
		(ii) Extrabudgetary activities	
245.7	—	Technical cooperation activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
245.7	**—**	**Total**	**—**
1 574.2	**1 730.3**	**Total (1) and (2)**	**1 836.5**

Table 28.7 **Post requirements**

Programme: Central evaluation

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	2	2	—	—	—	—	2	2
P-4/3	3	2	—	—	—	—	3	2
Total	**6**	**5**	**—**	**—**	**—**	**—**	**6**	**5**
General Service category								
Other levels	4	3	—	—	—	—	4	3
Total	**4**	**3**	**—**	**—**	**—**	**—**	**4**	**3**
Grand total	**10**	**8**	**—**	**—**	**—**	**—**	**10**	**8**

28.17 The objectives of the subprogramme are to determine as systematically and objectively as possible the relevance, efficiency, effectiveness and impact of the Organization's activities in relation to their objectives, and to enable the Secretariat and Member States to engage in systematic reflections with a view to increasing the effectiveness of the main programmes of the Organization by altering their content and, if necessary, reviewing their objectives.

28.18 The subprogramme will be implemented by the Central Evaluation Unit. In pursuance of the objectives, the Unit will:

(a) Provide the Committee for Programme and Coordination and the General Assembly with in-depth evaluation studies requested for their consideration;

(b) Provide the Committee for Programme and Coordination with reports on the basis of which the Committee would conduct its triennial reviews of the implementation of evaluation recommendations approved by the General Assembly;

(c) Assist departments and offices throughout the Secretariat in implementing approved evaluation recommendations;

(d) Provide support to the evaluation activities of departments and offices.

28.19 During the biennium, the Central Evaluation Unit will conduct four in-depth evaluations and prepare four triennial reviews. The Unit will also assist ongoing evaluation efforts and promote the ways and means of strengthening the role of evaluation.

28.20 The activities defined below would enable the Committee for Programme and Coordination and the General Assembly to continue to bring about improvements in United Nations programmes and enhance the efficiency and effectiveness of the Organization.

Activities

28.21 During the biennium 1998-1999 the following activities will be undertaken:

(a) *Servicing of intergovernmental and expert bodies*

(i) *General Assembly*

a. Parliamentary documentation. Biennial report on strengthening the role of evaluation (1998);

b. Substantive servicing of the Fifth Committee (1998);

(ii) *Committee for Programme and Coordination*

a. Parliamentary documentation. In-depth evaluation report on crime prevention and criminal justice (1998); in-depth evaluation report on the United Nations International Drug Control Programme (1998); triennial review of the in-depth evaluation of peacekeeping: start-up phase (1998); triennial review of the in-depth evaluation of environment (1998); in-depth evaluation report on a programme to be selected by the Committee for Programme and Coordination in 1997 (1999); in-depth evaluation report on a programme to be selected by the Committee for Programme and Coordination in 1997 (1999); triennial review of the in-depth evaluation of peacekeeping: termination phase (1999); and triennial review of the in-depth evaluation of the Department of Public Information (1999);

b. Substantive servicing of the Committee for Programme and Coordination in 1998 and 1999;

(b) *Internal oversight services*

The Central Evaluation Unit will:

(i) Review compliance by departments and offices with approved evaluation recommendations and provide them with assistance thereon. Interim reports on the compliance will be included in the annual reports of the Office;

(ii) Assist departments and offices with their own evaluation activities by responding to their queries and providing them with training workshops, a manual and periodic bulletins. Special emphasis will be placed on performance monitoring and evaluation techniques. Office bulletins will be issued to guide programme managers in this respect.

Resource requirements (at current rates)

Posts

28.22 The estimated requirements of $1,556,000 relate to salaries and common staff costs for eight posts indicated in table 28.7 above. The negative growth of $37,300 is due to the redeployment of two posts, one P-3 post to the Office of the Under-Secretary-General and one General Service (Other level) post to the Investigations Section, partly offset by the full biennial cost of the P-5 post approved in 1996-1997 and the application of new standardized vacancy rates.

Other staff costs

28.23 The provision of $14,100 would cover general temporary assistance ($8,000) to provide coverage during periods of peak workload and for staff on extended sick leave, and for overtime ($6,100) for periods of peak workload and other exigencies.

Consultants and experts

28.24 Estimated resources of $20,000 would be required for specialized expertise to assist in the conduct of in-depth evaluations in 1998-1999.

Travel

28.25 The estimated requirements of $61,400 relate to travel to conduct structured interviews for in-depth evaluations, to assess the status of implementation of evaluation recommendations, to attend inter-agency meetings on evaluation questions and to provide training on evaluation methodology to staff members of departments and offices away from Headquarters.

Contractual services

28.26 A provision of $31,700 would cover the costs of connection to and the use of NEXIS and DIALOG and similar databases.

General operating expenses

28.27 An amount of $4,600 relates to miscellaneous services.

Hospitality

28.28 An amount of $1,500 is requested under this heading to reimburse officials of the Office not entitled to representation allowance but who are required to extend hospitality to outside specialists in various fields.

Supplies and materials

28.29 The estimate of $2,000 would cover the cost of office supplies.

Furniture and equipment

28.30 The estimated requirements of $30,000 would provide for office furniture and equipment ($4,900) and acquisition and replacement of office automation equipment ($25,100).

Subprogramme 2
Audit and management consulting

Table 28.8 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	6 561.7	7 149.5	530.6	7.4	7 680.1	410.1	8 090.2
Other staff costs	35.6	44.0	8.2	18.6	52.2	3.1	55.3
Consultants and experts	—	76.8	(56.6)	(73.6)	20.2	1.2	21.4
Travel	203.4	300.4	(0.5)	(0.1)	299.9	17.9	317.8
Contractual services	44.2	—	—	—	—	—	—
General operating expenses	68.6	—	5.2	—	5.2	0.3	5.5
Hospitality	0.4	0.6	—	—	0.6	—	0.6
Supplies and materials	19.4	28.2	9.9	35.1	38.1	2.3	40.4
Furniture and equipment	99.8	154.7	(61.1)	(39.4)	93.6	5.6	99.2
Total	**7 033.1**	**7 754.2**	**435.7**	**5.6**	**8 189.9**	**440.5**	**8 630.4**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
3 404.6	2 680.4	(i) United Nations organizations	3 827.5
		(ii) Extrabudgetary activities	—
594.4	1 011.3	Support to extrabudgetary substantive activities	1 012.9
1 113.8	582.4	Technical cooperation	644.0
2 225.8	2 279.7	Peacekeeping operations	2 354.8
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
7 338.6	**6 553.8**	**Total**	**7 839.2**
14 371.7	**14 308.0**	**Total (1) and (2)**	**16 469.6**

Table 28.9 **Post requirements**

Programme: Audit and management consulting

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	—	1	1	—	—	—	1	1
P-5	4	6	2	—	3	2	9	8
P-4/3	14	14	—	—	17	21	31	35
P-2/1	7	7	—	—	1	1	8	8
Total	**26**	**29**	**3**	**—**	**21**	**24**	**50**	**53**
General Service category								
Principal level	7	5	—	—	1	1	8	6
Other levels	4	6	—	—	7	8	11	14
Total	**11**	**11**	**—**	**—**	**8**	**9**	**19**	**20**
Other categories								
Local level	—	—	—	—	1	1	1	1
Total	**—**	**—**	**—**	**—**	**1**	**1**	**1**	**1**
Grand total	**37**	**40**	**3**	**—**	**30**	**34**	**70**	**74**

28.31 This subprogramme will seek to guarantee the implementation of programmes and legislative mandates by promoting efficient administrative and financial functioning of the Organization and by preventing waste and mismanagement.

28.32 More specifically, the objectives of the subprogramme are:

(a) To ascertain compliance by programme managers with the financial and administrative regulations and rules as well as with the approved recommendations of external oversight bodies;

(b) To promote effective discharge by programme managers of their responsibilities and to ensure that programme managers are given necessary methodological support;

(c) To improve the structure of the Organization and its responsiveness to the requirements of programmes and legislative mandates;

(d) To monitor the effectiveness of the systems of internal control of the Organization.

28.33 The Audit and Management Consulting Division is responsible for the implementation of the subprogramme. The Division examines, reviews and appraises the use of financial resources of the United Nations. It also undertakes audits, reviews and surveys of overall management of the Organization.

28.34 Annual audit plans will be made for each year of the biennium 1998-1999 reflecting the above objectives. The plans will be based on a risk analysis developed in accordance with relevant professional standards. Aiming at the broadest possible coverage, the plans will include audits requested by legislative organs and also take into account suggestions made by heads of departments, offices, funds and programmes.

28.35 Audit responsibilities are divided by area among different audit sections in the Division. Two of them are located in Geneva and one in Nairobi. Audit assignments are typically carried out by a team of auditors and often require work outside their regular duty stations. Major peacekeeping missions are continuously audited by outposted resident auditors who report directly to Headquarters.

Activities

28.36 During the biennium 1998-1999 the following activities will be undertaken:

Internal oversight services (RB/XB)

(a) Audits of major aspects of the activities undertaken by the departments and offices at Headquarters, the United Nations Offices at Geneva, Vienna and Nairobi and all regional commissions as well as the operations of UNEP, UNCHS, the Centre for Human Rights, UNCTAD, UNU, the International Court of Justice and the International Tribunals for the Prosecution of Persons Responsible for Serious Violations of International Humanitarian Law Committed in the Territory of the Former Yugoslavia since 1991 and the International Criminal Tribunal for the Prosecution of Persons Responsible for Genocide and Other Serious Violations of International Humanitarian Law Committed in the Territory of Rwanda and Rwandan Citizens Responsible for Genocide and Other Such Violations Committed in the Territory of Neighbouring States between 1 January and 31 December 1994. The scope of these audits will include payroll and personnel management, including consultancies, financial systems, procurement, property management and programme and project management;

(b) Forty to 50 peacekeeping audits covering all peacekeeping missions as well as the United Nations Logistics Base at Brindisi, with the major operations being examined two or three times during the biennium. The scope of the audit will include the same areas as mentioned in subparagraph (a) above. Focus will be on the mission liquidation process, in-and-out surveys, cash security and safeguarding of assets;

(c) Audits of a selected number of technical cooperation projects in the field assessing the responsible department's performance in project planning and monitoring. Selected United Nations information centres will also be audited;

(d) Approximately 15 management audits to examine the organizational structure, processes, systems, regulations and rules in selected areas in the light of the economical, efficient and effective use of the resources. These audits will be aimed at identifying cost savings and productivity gains as well as potential improvements in internal controls;

(e) Approximately 15 audits of electronic data processing. They will assess the rationality of the establishment and implementation of policies and procedures governing the acquisition, safeguarding and management of computer equipment, software and systems, the establishment and maintenance of standards for economical and efficient production and utilization and for output quality, and adequacy and effectiveness of related internal control. A major focus will be placed on IMIS, ensuring the effectiveness of the System and proper functioning of the security features and internal control;

(f) Forty to 50 audits of UNHCR operations in the field as well as regular audits of support services at UNHCR headquarters. Areas of audit will be identified in close cooperation with the Oversight Committee of UNHCR;

(g) Audits of the activities of and programmes funded by the United Nations International Drug Control Programme, ITC and UNJSPF. The costs of these audit services will be reimbursed;

(h) Consulting services to be provided to managers on request in connection with ongoing audits or as separate assignments;

(i) Follow-up on the recommendations of audits conducted in earlier bienniums.

28.37 The planned audit assignments will result in approximately 150 audit reports submitted to heads of departments, offices, funds and programmes or other senior level managers. In addition, audit observations will be addressed to managers.

28.38 During the biennium, at least 10 reports will be submitted to the General Assembly.

Resource requirements (at current rates)

Posts

28.39 The estimated resources of $7,680,100 under this heading are required for salaries and common staff costs for 40 posts at Headquarters and the United Nations Office at Geneva and the United Nations Office at Nairobi. The growth of $530,600 reflects the combined effect of the application of new standardized vacancy rates; the full cost of one D-1 and two P-5 posts approved in 1996-1997; the redeployment of one P-3 post from Geneva to New York, one P-3 post from Nairobi to New York, one General Service (Principal level) post to the Central Monitoring and Inspections Unit and one General Service (Other level) post from the Central Monitoring and Inspections Unit; and the reclassification of one General Service post in Geneva from Principal level to Other level. The conversion of three temporary posts to established posts (one D-1 in New York, one P-5 in Geneva and one P-5 in Nairobi) is also proposed.

Other staff costs

28.40 Resources estimated at $52,200 relate to general temporary assistance for periods of peak workload and for the replacement of staff on maternity leave ($50,300) and overtime ($1,900) for periods of peak workload and other exigencies.

Consultants and experts

28.41 A provision of $20,200 is required for the biennium for an expert to support the Audit and Management Consulting Division in updating and revising the Audit Manual.

Travel

28.42 Resources estimated at $299,900 are required for audit travel, attendance at the annual United Nations internal auditors meeting and travel of the Division's management to sections away from Headquarters.

General operating expenses

28.43 The provision of $5,200 relates to urgent mail services required to send reports and working papers between the Division's sections at and away from Headquarters.

Hospitality

28.44 An amount of $600 is requested under this heading to reimburse officials of the Office not entitled to representation allowance but who are required to extend hospitality to outside specialists in various fields.

Supplies and materials

28.45 Estimated resources of $38,100 would provide for operational equipment supplies ($28,700) and for library books, audit-related journals and membership fees ($9,400).

Furniture and equipment

28.46 Resources estimated at $93,600 relate to acquisition and replacement of office automation equipment and upgrading of the local area network (LAN) capacity of the Office to include additional applications.

Subprogramme 3
Central monitoring and inspection

Table 28.10 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	1 139.4	1 325.6	377.8	28.5	1 703.4	120.8	1 824.2
Other staff costs	13.3	14.8	—	—	14.8	0.9	15.7
Consultants and experts	—	14.3	56.1	392.3	70.4	4.2	74.6
Travel	8.5	29.9	30.3	101.3	60.2	3.5	63.7
Contractual services	—	—	12.0	—	12.0	0.7	12.7
General operating expenses	—	—	1.0	—	1.0	—	1.0
Supplies and materials	—	—	2.0	—	2.0	0.2	2.2
Furniture and equipment	—	2.8	19.1	682.1	21.9	1.2	23.1
Total	**1 161.2**	**1 387.4**	**498.3**	**35.9**	**1 885.7**	**131.5**	**2 017.2**

Table 28.11 **Post requirements**

Programme: Central monitoring and inspection

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	1	1	—	—	—	—	1	1
P-4/3	3	3	—	—	—	—	3	3
P-2/1	1	1	—	—	—	—	1	1
Total	**6**	**6**	**—**	**—**	**—**	**—**	**6**	**6**
General Service category								
Principal level	—	1	—	—	—	—	—	1
Other levels	3	2	—	—	—	—	3	2
Total	**3**	**3**	**—**	**—**	**—**	**—**	**3**	**3**
Grand total	**9**	**9**	**—**	**—**	**—**	**—**	**9**	**9**

28.47 The objectives of this subprogramme are:

(a) To enhance and strengthen the programme management in the United Nations by ensuring that both programme delivery and output are adequate, timely and in accordance with the mandates, that they address effectively the objectives of the programmes and that resources are used efficiently;

(b) To promote the monitoring and self-evaluation functions by programme managers as an integral part of their management and oversight responsibility;

(c) To promote a constructive dialogue between Member States and the Secretariat with a view to fulfilling the mandates and achieving the objectives of the Organization;

(d) To quickly identify problems affecting the efficient implementation of programmed activities and recommend corrective measures as appropriate.

28.48 This subprogramme will be implemented by the Central Monitoring and Inspection Unit.

28.49 The monitoring function will be further strengthened in order to make it a more useful instrument for management as well as for reporting to Member States on the Organization's biennial programme performance. Systems for combining the monitoring of programme performance and self-evaluation will be set in place during the biennium 1996-1997 on the basis of the guidelines prepared by the Office. During the biennium 1998-1999, these guidelines will continue to be reviewed and improved and the effectiveness of the systems in place will be monitored. The Central Monitoring and Inspection Unit will assist managers in further strengthening their programme oversight functions including the refinement of measurable and observable performance indicators. At the same time, the Unit will regularly monitor programme delivery with the aim of ascertaining the implementation, the compatibility between the resources utilized and the final deliveries, and the relevance of the changes to the medium-term plan introduced during programme implementation. The programme performance report for the biennium 1996-1997, to be provided to the General Assembly in 1998 through the Committee for Programme and Coordination, will contain the analytical information derived from the above systems.

28.50 In the course of its continuous dialogue with the Office of Programme Planning, Budget and Accounts and the programme managers, the Central Monitoring and Inspection Unit will bring into focus the linkages between programme performance and the programme planning cycle, particularly the programme budget.

28.51 The inspection function will be further enhanced in terms of coverage. The Central Monitoring and Inspection Unit will conduct, in a limited time-frame, ad hoc inspections of programmes and organizational units in order to ascertain that departments and offices are operating in an environment that facilitates efficiency and effectiveness, and whenever there are good reasons to believe that programme oversight is inadequate and that potential exists for the non-attainment of medium-term plan objectives or waste of resources. These inspections will include:

(a) A broad review of the environment within which a department operates to determine whether it is conducive to efficiency and effectiveness and to recommend corrective action;

(b) A broad review of programme oversight and control mechanisms to assess their adequacy;

(c) A broad review of the activities undertaken by departments and offices in order to identify areas of duplications, redundancy and complementarities as well as the relevancy of the work done to the objectives;

(d) Recommendations for addressing the weaknesses in programme formulation and implementation and for strengthening programme management;

(e) Follow-up action to ensure compliance with recommendations.

Activities

26.52 During the biennium 1998-1999, the following activities will be undertaken:

(a) *Servicing of intergovernmental and expert bodies*

(i) *General Assembly*

a. Parliamentary documentation. Report of the Secretary-General on the programme performance of the Organization for the biennium 1996-1997 (1998);

b. Substantive servicing of the Fifth Committee (1998).

(ii) *Committee for Programme and Coordination*

a. Parliamentary documentation. Report of the Secretary-General on the programme performance of the Organization for the biennium 1996-1997 (1998);

b. Substantive servicing of the Committee for Programme and Coordination (1998);

(b) *Internal oversight services*

(i) Periodic monitoring (three times during the biennium) of programme implementation under 25 programme budget sections, including the refinement of the database and relevant instructions;

(ii) Eight inspections (common services of the United Nations Office at Vienna and the United Nations Office at Geneva, the Department for Humanitarian Affairs, the Department for Development Support and Management Services, the Department for Policy Coordination and Sustainable Development, the Department for Economic and Social Information and Policy Analysis, the Department of Public Information and the Department for Political Affairs) and follow-up on recommendations emanating therefrom;

(iii) Follow-up inspection reviews for UNEP and Habitat;

(iv) Ensuring that systems for self-monitoring and self-evaluation are established at the departmental level, and assessing the adequacy and effectiveness of such systems as a management tool;

(v) Assistance to programme managers in strengthening their oversight functions through training and provision of guidelines.

Resource requirements (at current rates)

Posts

28.53 Resource requirements under this heading are estimated at $1,703,400. It is proposed to redeploy one General Service (Principal level) post from the Audit and Management Consulting Division to the Central Monitoring and Inspection Unit in exchange for one General Service (Other level) post. The growth of $377,800 relates to the combined effect of the redeployment mentioned above, the full biennial cost of the two P-4 posts approved in 1996-1997 and the application of new standardized vacancy rates.

Other staff costs

28.54 Provisions of $14,800 relate to general temporary assistance ($8,600) and overtime ($6,200).

Consultants and experts

28.55 Estimated resources of $70,400 would provide for expertise on workload and workflow analysis required for the inspections of common services in the United Nations Office at Vienna and the United Nations Office at Geneva.

Travel

28.56 A provision of $60,200 would be required to cover cost of travel of staff to conduct inspections of the Department of Humanitarian Affairs in Geneva, common services in Geneva and Vienna, and UNEP and UNCHS in Nairobi, and to provide training on monitoring as a management tool in the above locations.

Contractual services

28.57 An amount of $12,000 is requested to cover computer programming fees to maintain the Unit's database and modify the programme design as required.

General operating expenses

28.58 A provision of $1,000 is made for mail services.

Supplies and materials

28.59 The provision of $2,000 is required for office supplies.

Furniture and equipment

28.60 Estimated resources of $21,900 are required for acquisition and replacement of office automation equipment.

Subprogramme 4
Investigations

Table 28.12 **Summary by object of expenditure**
(Thousands of United States dollars)

Regular budget

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	790.9	2 253.4	833.3	36.9	3 086.7	238.7	3 325.4
Other staff costs	1.0	16.5	—	—	16.5	1.0	17.5
Consultants and experts	—	33.4	26.9	80.5	60.3	3.6	63.9
Travel	5.1	112.6	189.3	168.1	301.9	18.0	319.9
General operating expenses	—	—	43.2	—	43.2	2.6	45.8
Supplies and materials	—	52.1	20.2	38.7	72.3	4.3	76.6
Furniture and equipment	—	126.5	(8.8)	(6.9)	117.7	7.0	124.7
Total	**797.0**	**2 594.5**	**1 104.1**	**42.5**	**3 698.6**	**275.2**	**3 973.8**

Table 28.13 **Post requirements**

Programme: Investigations

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	2	2	—	—	—	—	2	2
P-4/3	6	9	3	—	—	—	9	9
Total	**9**	**12**	**3**	**—**	**—**	**—**	**12**	**12**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	2	3	—	—	—	—	2	3
Total	**3**	**4**	**—**	**—**	**—**	**—**	**3**	**4**
Grand total	**12**	**16**	**3**	**—**	**—**	**—**	**15**	**16**

28.61 The objective of this subprogramme is to assist the Secretary-General in fulfilling his oversight responsibilities regarding the proper utilization of the resources and staff of the Organization.

28.62 The Investigations Section is responsible for the implementation of the subprogramme. The Section:

(a) Investigates and reports on possible violations of United Nations regulations, rules and other pertinent administrative issuances, on misconduct, mismanagement, waste of resources and on abuse of authority, and issues appropriate recommendations to the Secretary-General;

(b) Provides programme managers with investigation reports complete with recommendations on required follow-up actions;

(c) Recommends policies and measures for the promotion of economies and efficiencies based on the investigations;

(d) Provides, in line with its planned capacity for risk assessment, analyses and direction to manage the risk of fraud, waste of resources, malfeasance, and abuse of authority in key sectors of the Organization;

(e) Receives suggestions from staff members for improvements in programme delivery;

(f) Provides investigatory assistance and expertise to separately administered United Nations programmes and funds.

28.63 In order to investigate a significant number of cases occurring in Africa, the Section established an office in Nairobi in 1996. The office operates under the supervision of the Section Chief at Headquarters.

Activities

28.64 During the biennium 1998-1999, the following activities will be undertaken.

(a) *Internal oversight services (RB/XB)*

The Investigations Section will:

(i) Clear 1994-1996 case backlog and investigate approximately 450 additional cases of fraud, waste of resources, abuse of authority, mismanagement and misconduct;

(ii) Operate and continue to improve confidential reporting facility instituted under administrative instruction ST/AI/397 to receive and investigate suggestions for improvements in programme delivery as well as reports of perceived cases of possible violations of rules or regulations, mismanagement, misconduct, waste of resources or abuse of authority;

(iii) Systematize operations in the analysis of control systems in high-risk operations and offices away from Headquarters to assess the potential for fraud and other violations. Based on the analyses, the Investigations Section will recommend corrective action to preclude the commission of such violations;

(iv) Enhance existing liaison channels as well as establish new channels with judicial authorities of relevant Member States and investigations units of other international agencies so as to minimize duplication;

(v) Strengthen the capacity of the Nairobi office;

(vi) Follow up on earlier recommendations.

Resource requirements (at current rates)

Posts

28.65 The estimated requirements of $3,086,700 relate to the salaries and common staff costs for 16 posts. The net growth of $833,300 is due to the combined effect of the application of new standardized vacancy rates; the full cost of one P-5, two P-4 and two P-3 posts approved in 1996-1997; and the redeployment of one P-4 and one P-3 from New York to Nairobi and one General Service (Other level) post from the Central Evaluation Unit. The conversion of one temporary P-4 and two temporary P-3 posts to established posts is also proposed.

Other staff costs

28.66 A provision of $16,500 is made for general temporary assistance to cover extended sick leave and maternity leave of staff ($6,200) and for overtime ($10,300).

Consultants and experts

28.67 Estimated resources of $60,300 would cover the costs of specialized consultant and expert services not internally available and the costs of specialists who would provide investigatory support in countries where the Section's investigators need to operate in the complexities of local legal systems.

Travel

28.68 A provision of $301,900 would be required to cover travel expenses. Based on the developing trends of the caseload for the last two years, the Section projects approximately 300 cases away from offices in

New York and Nairobi in 1998-1999. Since investigation protocols require direct access to individuals, documents and other evidentiary material where the incidents under inquiry occurred, travel is an essential component of the work of the Section.

General operating expenses

28.69 Resources estimated at $43,200 would cover the costs of services related to such areas as vendor background data and tracing facilities ($25,100) and the maintenance of a vehicle at the Nairobi office ($18,100).

Supplies and materials

28.70 A provision of $72,300 is made for regular office supplies as well as special needs of the Section ($52,100), petrol and other lubricants for a vehicle for the Nairobi office ($10,100) and library books ($10,100).

Furniture and equipment

28.71 Estimated resources of $117,700 would be required to cover the costs of office equipment as well as investigative equipment for the Nairobi office ($42,200), and acquisition and replacement of office automation equipment ($75,500) in New York and Nairobi.

United Nations A/52/6 (Sect. 29)

General Assembly
Fifty-second session

13 May 1997

Proposed programme budget for the biennium 1998-1999*

Part X Jointly financed administrative activities and special expenses

Section 29
Jointly financed administrative activities

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* The present document contains section 29 of the proposed programme budget for the biennium 1998-1999. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Fifty-second Session, Supplement No. 6* (A/52/6/Rev.1).

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Part X
Jointly financed administrative activities and special expenses

Section 29
Jointly financed administrative activities

Overview

29.1 Provisions under this section cover the requirements of six administrative organizational units financed on an inter-agency basis. These are the following:

(a) The International Civil Service Commission and its secretariat;

(b) The Joint Inspection Unit and its secretariat;

(c) The secretariats of subsidiary bodies of the Administrative Committee on Coordination concerned with administrative issues: the Information Systems Coordination Committee, the Consultative Committee on Administrative Questions and the Consultative Committee on Programme and Operational Questions;

(d) The International Computing Centre.

29.2 ISCC is the successor body to the Advisory Committee for the Coordination of Information Systems, which was established in 1983 by the Administrative Committee on Coordination in response to Economic and Social Council resolution 1982/71 of 10 November 1982 in order to ensure the efficient operation of United Nations information systems for users at the national level and to enhance their capacity to collect, retrieve and disseminate information. The Consultative Committee on Programme and Operational Questions was established in 1993 by the fusion of the functions of the two subcommittees of the Consultative Committee on Substantive Questions, a subsidiary organ of the Administrative Committee on Coordination established to promote effective coordination among organizations of the United Nations common system in respect of substantive questions. It had two components comprising a cluster of tasks dealing with programme and related policy matters (Consultative Committee on Substantive Questions (Programme Matters)) and with operational activities (Consultative Committee on Substantive Questions (Operational Activities)).

29.3 In previous bienniums, the total resources required for the International Civil Service Commission and the Joint Inspection Unit were requested under this section, the reimbursement from other participating organizations being credited to the United Nations under income section 2. In respect of the Information Systems Coordination Committee, the Consultative Committee on Administrative Questions, the Consultative Committee on Programme and Operational Questions and the International Computing Centre, only the United Nations share of the total budget estimates for these activities was requested under the section.

29.4 For the biennium 1998-1999, in line with the proposals contained in the report of the Secretary-General on the proposed programme budget outline for the biennium 1998-1999 (A/51/289), provisions are now made on a net rather than a gross basis for the International Civil Service Commission and its secretariat and for the Joint Inspection Unit and its secretariat. The full budgets are nevertheless presented to the General Assembly for consideration and approval. However, to reflect more accurately the true level of expenditures under the regular budget, the appropriations requested for the Commission and the Unit now relate solely to the United Nations share of the costs of these activities.

29.5 The summary analysis of the overall regular budget estimates of the requirements by programme and object of expenditure and of the post requirements is provided in tables 29.1, 29.2 and 29.3.

Table 29.1 **Summary of requirements by component**
(Thousands of United States dollars)

(1) *Regular budget*

Component	1994-1995 expenditures	1996-1997 appropriations	Resource growth		Total before recosting	Recosting	1998-1999 estimates
			Amount	Percentage			
A. International Civil Service Commission	9 689.3[a]	11 099.0[a]	(7 961.9)[b]	(71.7)	3 137.1	185.8	3 322.9
B. Joint Inspection Unit	9 154.8[a]	9 343.2[a]	(7 427.4)[b]	(79.4)	1 915.8	(35.7)	1 880.1
C. Information Systems Coordination Committee (United Nations share)	401.7	427.5	(6.3)	(1.4)	421.2	(9.1)	412.1
D. Consultative Committee on Administrative Questions (United Nations share)	469.8	486.3	(30.7)	(6.3)	455.6	(8.5)	447.1
E. Consultative Committee on Programme and Operational Questions (United Nations share)	—	166.3	3.2	1.9	169.5	(2.9)	166.6
F. International Computing Centre (United Nations share)	5 872.6	5 961.5	(5 961.5)	(100.0)	—	—	—
Total	**25 588.2**	**27 483.8**	**(21 384.6)**	**(77.8)**	**6 099.2**	**129.6**	**6 228.8**

(2) *Extrabudgetary resources*

1994-1995 expenditures	1996-1997 estimates	Source of funds	1998-1999 estimates
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	40.7	(ii) Extrabudgetary activities	28.8
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
—	**40.7**	**Total**	**28.8**
25 588.2	**27 524.5**	**Total (1) and (2)**	**6 257.6**

[a] In the context of net budgeting, 1994-1995 expenditures and 1996-1997 appropriations by main objects are reflected in tables 29.4 and 29.7 below.

[b] Reflects net budgeting, namely the transfer of 1996-1997 appropriations for the International Civil Service Commission and the Joint Inspection Unit outside the regular budget ($20,442,200), offset by the United Nations share in the cost of the activities ($5,052,900), or a total reduction of $15,389,300.

Table 29.2 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	14 804.3	15 553.6	(15 553.6)	(100.0)	—	—	—
Other staff costs	135.0	282.8	(282.8)	(100.0)	—	—	—
Non-staff compensation	—	618.4	(618.4)	(100.0)	—	—	—
Consultants and experts	279.7	300.1	(300.1)	(100.0)	—	—	—
Travel	1 464.4	1 677.3	(1 677.3)	(100.0)	—	—	—
Contractual services	467.8	41.1	(41.1)	(100.0)	—	—	—
General operating expenses	1 509.6	1 743.2	(1 743.2)	(100.0)	—	—	—
Hospitality	1.5	4.4	(4.4)	(100.0)	—	—	—
Supplies and materials	55.5	78.6	(78.6)	(100.0)	—	—	—
Furniture and equipment	126.3	142.7	(142.7)	(100.0)	—	—	—
Grants and contributions	6 744.1	7 041.6	(942.4)	(13.3)	6 099.2	129.6	6 228.8
Total	**25 588.2**	**27 483.8**	**(21 384.6)**	**(77.8)**	**6 099.2**	**129.6**	**6 228.8**

(2) *Extrabudgetary resources*

	1994-1995 expenditures	*1996-1997 estimates*	*Object of expenditure*	*1998-1999 estimates*
	—	40.7	Fellowships, grants, contributions	28.8
Total	**—**	**40.7**		**28.8**
Total (1) and (2)	**25 588.2**	**27 524.5**		**6 257.6**

Table 29.3 **Post requirements**

Programme: Jointly financed administrative activities

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-2	2	—	—	—	—	—	2	—
D-1	3	—	—	—	—	—	3	—
P-5	6	—	—	—	—	—	6	—
P-4/3	14	—	—	—	—	—	14	—
P-2/1	4	—	—	—	—	—	4	—
Total	**29**	**—**	**—**	**—**	**—**	**—**	**29**	**—**
General Service category								
Principal level	4	—	—	—	—	—	4	—
Other levels	31	—	—	—	—	—	31	—
Total	**35**	**—**	**—**	**—**	**—**	**—**	**35**	**—**
Grand total	**64**	**—**	**—**	**—**	**—**	**—**	**64**	**—**

A. International Civil Service Commission

Overview

29.6 By its resolution 3357 (XXIX) of 18 December 1974, the General Assembly approved the statute of the International Civil Service Commission which the Assembly had earlier agreed to establish for the regulation and coordination of the conditions of service of the United Nations common system.

29.7 In line with the proposals contained in the proposed programme budget outline for the biennium 1998-1999 (A/51/289), the resources requested reflect provisions on a net rather than gross basis for the Commission and its secretariat. The full budget of the Commission is, however, being presented to the General Assembly for consideration and approval. Article 21 of the statute of the Commission calls for the establishment of budget estimates for the Commission by the Secretary-General after consultation with the Administrative Committee on Coordination on the basis of proposals by the Commission. As the Commission held its first session for 1997 from 21 April to 2 May, the Executive Secretary, in his capacity as the chief administrative officer of the Commission, prepared the Commission's budget estimates in close consultation with the Chairman and the Vice-Chairman of the Commission and submitted them to the Secretary-General in advance of the session so as to ensure that they could be incorporated in the initial budget proposals. The ultimate responsibility, however, for submitting the Commission's estimated budgetary requirements to the Secretary-General rests with the Commission. The Commission must satisfy itself that the requested budgetary allocations will be both essential and adequate to enable it to carry out its programme of work for the next biennium. As a subsidiary organ of the General Assembly, the Commission must present its total budget estimates to the Assembly for consideration and approval. Since the organizations of the common system, other than the United Nations, pay for more than 70 per cent of the Commission's budget, the budget of the Commission has been provided simultaneously by the Executive Secretary to the organizations of the common system participating in the work of the Commission. These estimates were reviewed by the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) at its session held from 10 to 14 February 1997.

Programme of work of the International Civil Service Commission

29.8 The 15-member Commission is a subsidiary organ of the General Assembly and is responsible for the regulation and coordination of the conditions of service of the United Nations common system. The functions and powers of the Commission, covering its mandate in broad terms, are outlined under articles 10 to 16 of its statute. The overall programme of work of the Commission can be divided in two broad categories — namely, the operational activities dealing with the equalization and maintenance of purchasing power parity of staff of the Professional and higher categories through the post adjustment system, the daily subsistence allowance rates, maintenance of job classification standards and the classification of duty stations according to conditions of life and work, hazard pay, etc. The second broad category covers studies on specific aspects of conditions of employment of all categories of staff resulting from requests by the General Assembly and/or the governing bodies of other organizations of the common system, members of the Commission, the Organization or staff bodies. The budget estimates are based on the programme of work resulting from requests from the above-mentioned bodies submitted to the Commission to date. Past experience has shown that additions to this work programme are bound to result from further urgent requests from the General Assembly and/or the legislative bodies of other organizations. All such additions to the work programme would have to be completed before the end of the biennium 1998-1999. The Commission holds regular sessions each year to consider various items in its programme of work. Until 1995, the Commission held two sessions annually, each of three weeks' duration. However, in accordance with the revised working methods approved by the Commission at its spring 1995 session, it agreed that during the personnel years, it would meet for a total of six weeks and that during the non-personnel years, the meetings would be limited to a total of four weeks. In accordance with this plan, the

Commission will hold two sessions of three weeks' duration each in 1998 and two sessions of two weeks' duration each. With the approval of the Assembly the Commission established a subsidiary body, the Advisory Committee on Post Adjustment Questions, to advise it on technical/statistical issues dealing with the methodological aspect of the post adjustment system. The Advisory Committee generally holds one session each year.

29.9 The programme of work of the Cost-of-Living Division derives primarily from the Commission's mandate to establish the classification of duty stations for the purpose of applying post adjustments as outlined under article 11 (c) of the statute. The Division will continue to carry out the operational activities of the secretariat. For 1998-1999, the Division will conduct its next round of place-to-place surveys for headquarters duty stations. A price collection exercise for New York and the other six headquarters locations and Washington, D.C., will be undertaken during the biennium 1998-1999. Place-to-place surveys will also be carried out at approximately 75 field duty stations during each year of the biennium.

29.10 The work programme of the Personnel Policies Division derives from the Commission's mandated activities under the following articles of its statute: article 13 (establishment of job classification standards); article 14 (standards of recruitment, career development, staff training, performance appraisal, etc.) and article 15 (development of common staff regulations). In addition, the Division is responsible for the operation and management of the scheme for the classification of duty stations according to conditions of life and work (the hardship scheme) and the management of hazard pay, as well as for developmental and policy aspects of the mobility and hardship scheme and for conditions of work in the field. It also coordinates and prepares reports on the implementation of the Commission's decisions and recommendations.

29.11 For 1998-1999 the Personnel Policies Division will continue to deliver the operational services for which it is responsible, i.e., the management of the hardship scheme (involving approximately 300 classifications per year), hazard pay, the issuance of the bi-monthly central vacancy announcement bulletin and the organization of job classification workshops (provided on a cost-sharing basis). It will also respond to mandated requests from the General Assembly in connection with studies related to performance management, language incentive, recruitment and retention, human resource planning and career development, development of common staff regulations, etc.

29.12 The programme of work of the Salaries and Allowances Division derives from the Commission's mandates under articles 10, 11 and 12 of its statute.

29.13 For 1998-1999, in line with General Assembly resolution 44/198 of 21 December 1989 regarding the establishment of a floor net salary scale for the Professional and higher categories in reference to the corresponding base net salary levels of officials in comparable positions serving at the base city of the comparator civil service, which the Commission is expected to review, the Salaries and Allowances Division will review the rates of staff assessment used in conjunction with base/floor salaries, as appropriate. In accordance with the Commission's decision regarding biennial reviews of dependency allowances for the Professional and higher categories and the education grant, the Division will undertake relevant studies during the biennium 1998-1999.

29.14 The Salaries and Allowances Division will continue to provide regular monitoring of the margin between the remuneration of the United Nations officials in grades P-1 to D-2 in New York and the comparator civil service. The effects of the relevant legislation in the comparator country on the net remuneration margin and subsequently on the levels of remuneration of the United Nations staff of the Professional and higher categories, if any, will be studied. While the Commission will examine the results of the periodic comprehensive grade equivalencies studies with the comparator civil service in the year 2000, the greater part of the work of the secretariat on this matter will be completed in 1999 by the Salaries and Allowances Division in close cooperation with the Personnel Policies Division.

29.15 The monitoring of the pensionable remuneration for the Professional and higher categories, as well as of the allowances and other entitlements for all categories of staff, will continue.

29.16 In accordance with its programme of work, the Commission is scheduled to undertake comprehensive reviews of methodologies for conducting salary surveys at headquarters and non-headquarters duty stations.

While the methodological reviews are expected to be completed before the end of 1997, some work thereon may have to be undertaken in 1998.

29.17 As part of the fourth round of General Service salary surveys at headquarters duty stations, the Salaries and Allowances Division will complete surveys in Paris and Montreal in 1998, and in Rome and New York in 1999; and will commence the planning phase for the Geneva survey towards the end of 1999.

29.18 As part of its operational activities, the Division will continue to review the daily subsistence allowance rates and submit recommendations thereon to the Chairman for the promulgation of those rates. The possibility of a comprehensive review of the methodology and applications of daily subsistence rates is also anticipated during the next biennium.

Table 29.4 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	6 504.3	7 171.3	(40.6)	(0.5)	7 130.7	457.3	7 588.0
Other staff costs	97.9	224.8	(23.6)	(10.4)	201.2	11.8	213.0
Non-staff compensation	—	618.4	—	—	618.4	—	618.4
Consultants and experts	259.5	257.7	(12.2)	(4.7)	245.5	14.6	260.1
Travel	891.1	1 021.3	41.3	4.0	1 062.6	63.8	1 126.4
Contractual services	464.6	17.1	8.1	47.3	25.2	1.4	26.6
General operating expenses	1 364.2	1 657.4	(116.3)	(7.0)	1 541.1	92.5	1 633.6
Hospitality	1.5	4.4	(0.4)	(9.0)	4.0	0.3	4.3
Supplies and materials	45.3	45.7	(5.6)	(12.2)	40.1	2.3	42.4
Furniture and equipment	60.9	80.9	(30.5)	(37.7)	50.4	2.9	53.3
Total	**9 689.3**	**11 099.0**	**(179.8)**	**(1.6)**	**10 919.2**	**646.9**	**11 566.1**

Table 29.5 **Post requirements**

Organizational unit: International Civil Service Commission

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	3	3	—	—	—	—	3	3
P-5	3	3	—	—	—	—	3	3
P-4/3	11	10	—	—	—	—	11	10
P-2/1	3	3	—	—	—	—	3	3
Total	**21**	**20**	**—**	**—**	**—**	**—**	**21**	**20**
General Service category								
Principal level	2	2	—	—	—	—	2	2
Other levels	23	22	—	—	—	—	23	22
Total	**25**	**24**	**—**	**—**	**—**	**—**	**25**	**24**
Grand total	**46**	**44**	**—**	**—**	**—**	**—**	**46**	**44**

Resource requirements (at current rates)

Total requirements of the International Civil Service Commission

29.19 In formulating the Commission's budget for the biennium 1998-1999, the following general assumptions have been made:

(a) The Commission will hold two sessions per year, one in New York and the other elsewhere;

(b) Two tripartite working groups, established in accordance with the revised methods of work of the Commission, will each meet for approximately one week each year with the participation of four members of the Commission and its secretariat;

(c) Total additional in-session costs, not borne by the organizations hosting the session away from New York, will be contained in the Commission's budget on a full funding basis;

(d) The next round of place-to-place post adjustment surveys at headquarters duty stations and Washington, D.C., will be conducted in the latter half of the year 2000, consequently, the secretariat will carry out the price collection exercise at the base of the post adjustment system, New York, and at most of the remaining headquarters locations falling in the above group in the fall of 1999. Results of these surveys will be reviewed by the Advisory Committee on Post Adjustment Questions at its session in 2000;

(e) In line with section I, paragraph 4, of General Assembly resolution 47/216 of 23 December 1992, it is anticipated that the Commission will be invited to participate in at least one meeting per year of the working groups on specific aspects of the remuneration system established by the governing bodies of the participating organizations;

(f) The programme of work of the Consultative Committee on Administrative Questions and its subcommittee and meetings of other United Nations system bodies in which the Commission's secretariat participates will not differ substantially from those already programmed and referred to in these estimates.

Other staff costs

29.20 The provision of $151,000 under this heading covers temporary assistance costs in respect of the meetings of the Commission and the Advisory Committee on Post Adjustment Questions held away from the United Nations. In 1998-1989, it is proposed to continue holding one of the two annual sessions of the Commission at the headquarters of participating organizations in Europe. The resources requested are based on a median cost level for Europe and would provide for the full costs of providing interpretation, translation and conference typists, it being assumed that other related in-session costs would be covered by the host organization.

Travel of representatives

29.21 The estimated requirements of $686,400 under this heading relate to the travel and subsistence allowance of: (a) 13 members of the Commission to attend a three-week and a two-week session in New York in the course of the biennium; (b) 15 members of the Commission to attend a three-week and a two-week session away from New York based on the assumption that the two sessions will be held at the headquarters of participating organizations in Europe; (c) field visits for the members of the Commission to be arranged in conjunction with the sessions of the Commission or in the context of studies pertaining to specific aspects of conditions of service particularly those affecting the field staff; (d) six members of the Advisory Committee on Post Adjustment Questions to attend two week-long sessions at one of the headquarters locations; (e) the Chairman and the Vice-Chairman to ensure proper coordination and contact with the common system, involving meetings of the executive heads of participating organizations and attendance at meetings of the working groups established by the organizations and/or the meetings of their governing bodies as well as those of UNJSPB; and (f) the Chairman and Vice-Chairman to undertake at least one field visit each year with a view to maintaining contact with the administration and staff at field locations on a continued basis.

Compensation

29.22 Requirements of $618,400 relate to compensation ($533,000) and pension contribution ($85,400) provisions for the Chairman and Vice-Chairman of the Commission, in accordance with General Assembly resolutions 37/131 of 17 December 1982, 40/256 of 18 December 1985 and 45/249 of 21 December 1990.

Secretariat of the Commission

Posts

29.23 The resources requested would cover the cost of posts indicated in table 29.5 above. This reflects the abolition of two posts (one P-3 and one General Service (Other level)) as a result of rationalization of working methods.

Other staff costs

29.24 An amount of $20,000 is requested under general temporary assistance and would provide approximately four work months at the General Service level for replacement of staff during extended sick leave and periods of peak workload. Overtime requirements, estimated at $30,200, would adequately meet the needs of the secretariat in terms of the need to work extra hours so as to meet the deadlines for pre-session and in-session documents of the Commission.

Consultants and experts

29.25 The resources requested ($245,500) under this item of expenditure would be used to pay for the following expenditures:

(a) Collection of price data in the context of cost-of-living surveys at headquarters and field duty stations. As for the headquarters locations, except in New York, fees are paid to local statistical offices or through those offices to pricing agents appointed by them. In general, three pricing agents work in a team with three members of the Commission secretariat for a period of approximately one to two weeks at each location. Costs associated with this exercise to be carried out in 1999 are estimated at $32,000;

(b) At the field duty stations price data are collected by experienced price collectors hired for short periods of time, e.g., one to two weeks. Based on the experience of the recent past, it is anticipated that average charges for the collection of prices at field duty stations would amount to approximately $800 for each duty station. As approximately 75 field duty stations would be surveyed each year during the next biennium, it is estimated that pricing agents' fees would amount to $120,000;

(c) In accordance with the Commission's decision in the context of headquarters place-to-place comparisons and time-to-time adjustments of housing costs, housing data collected from external sources (rather than those provided by staff members by filling out questionnaires) will be used. The secretariat used data obtained from OECD and the European Centre for Worldwide Cost of Living Comparisons (EUROCOST) in the last round of place-to-place surveys and continues to do so for time-to-time adjustments. It is anticipated that during the next biennium costs relating to this exercise would amount to some $53,400;

(d) An important element of the net remuneration comparison is the cost-of-living differential between New York and Washington, D.C. The secretariat has been obtaining annually most up-to-date readings of the New York/Washington, D.C. cost-of-living differential from an outside consulting firm on a contractual basis. It is expected that the cost of this exercise for the biennium 1998-1999 would amount to $26,700;

(e) In the context of United Nations/United States margin comparisons, the secretariat routinely obtains data on average salaries paid to United States federal civil service employees in positions comparable to United Nations staff in grades P-1 to D-2. The cost associated with this for 1998-1999 is estimated at $2,700;

(f) The secretariat obtains tax data for headquarters and some of the major field duty stations from an outside firm specializing in this on a regular basis. It is estimated that costs associated with this and other minor contractual services would amount to some $10,700 in the next biennium.

Travel

29.26 Requirements under this heading relate to official travel of staff ($270,600) and travel of staff to meetings ($105,600). Under travel to meetings, resources would enable a limited number of staff members of the Commission to attend the Commission's sessions away from New York in order to provide secretariat services and technical support to the Commission. Other staff travel relates to the following:

(a) Cost-of-living surveys at the six headquarters locations;

(b) Participation by the secretariat in cost-of-living surveys at approximately 10 non-headquarters duty stations;

(c) General Service salary surveys in Paris, Montreal, Rome and Geneva;

(d) Coordination with the authorities of the comparator civil service;

(e) Participation in the subcommittees and working groups of the Consultative Committee on Administrative Questions;

(f) Reviews of conditions of service in the field in the context of classification of duty stations according to conditions of work and life;

(g) Organization by the secretariat of an annual workshop on the United Nations salaries and post adjustment systems;

(h) Participation by the secretariat in the working groups established by the governing bodies of the organizations and/or the meetings of the governing bodies themselves.

Contractual services

29.27 Provisions under this heading relate to training ($10,800) and external printing ($14,400). The secretariat staff attend, from time to time, training courses offered by the United Nations Training Service, in particular, in the area of computer software. However, highly specialized courses in the areas of human resources development, salary administration, etc., are offered by external sources such as universities and professional associations. It is essential for the secretariat officials to attend these courses and participate in workshops for professional development and maintaining technical expertise. The provisions for external printing would be used for the printing of two editions per annum of the ICSC bulletin, *Common System,* in English, French and Spanish.

General operating expenses

29.28 Provisions of $1,541,100 would cover the following: (a) rental of premises, including electricity and other maintenance costs ($1,267,500); (b) rental and maintenance of office equipment such as photocopying machines ($35,300); (c) the Commission's share of the maintenance and support of the local area network (LAN) technical infrastructure (including central servers) necessary for the support of central management services such as e-mail, UNIX for IMIS, etc. ($76,600); (d) communications ($124,100) to cover the costs of telephone rental and long-distance telephone charges, including facsimile usage; and (e) other miscellaneous services ($37,600) to cover expenses related to the shipment and distribution of documents for meetings of the Commission.

Hospitality

29.29 An amount of $4,000 is requested. Expenditures under this item may be divided in two broad categories. The secretariat hosts official functions on the occasion of meetings of tripartite working groups dealing with specific elements of conditions of service. In general two or three such working groups are convened each year and between 20 and 25 guests are invited to these receptions. Hospitality is also provided for officials of international or intergovernmental organizations, as well as for officials from capitals of some of the member countries participating in the Commission's work programme.

Supplies and materials

29.30 The requirements of $40,100 under this heading relate to the purchase of supplies for office automation equipment, photocopying machines, stationery and general office supplies.

Furniture and equipment

29.31 The requirements of $50,400 under this heading would provide for the regular replacement of office equipment such as calculators, furniture, filing cabinets, etc. ($20,200), and the replacement of data-processing equipment ($30,200).

United Nations share in the cost of the International Civil Service Commission

Table 29.6 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other	—	—	3 137.1	—	3 137.1	185.8	3 322.9
Total	**—**	**—**	**3 137.1**	**—**	**3 137.1**	**185.8**	**3 322.9**

Other

29.32 The United Nations share will depend on staffing data for participating organizations at the end of 1997. Assuming that this share will be approximately the same as the current estimates in the biennium 1996-1997 (28.73 per cent), the share of the United Nations in the total budget of the Commission ($10,919,200) would be $3,137,100 at current rates ($3,322,900 at 1998-1999 rates). On that basis, an appropriation of $3,137,100 (at current rates) is requested.

B. Joint Inspection Unit

Overview

29.33 The Joint Inspection Unit, created on an experimental basis in 1968, was established, with effect from 1 January 1978, as a subsidiary organ of the General Assembly and of the legislative organs of other participating organizations in accordance with the statute contained in the annex to General Assembly resolution 31/192 of 22 December 1976. It is the only independent external oversight body concerning the United Nations organizations system-wide. It is directly responsible to the General Assembly and the legislative organs of the specialized agencies and other organizations of the United Nations system that accept its statute. It is jointly financed by its participating organizations. The Unit's budget is included in the regular budget of the United Nations, and its budget estimates are established by the Secretary-General after consultation with the Administrative Committee on Coordination on the basis of proposals made by the Unit.

29.34 In line with the proposals contained in the proposed programme budget outline for the biennium 1998-1999 (A/51/289), the resources requested reflect provisions on a net rather than gross basis for the Unit and its secretariat. The full budget of the Unit is, however, being presented to the General Assembly for consideration and approval.

29.35 According to the statute, the inspectors have the broadest powers of investigation in all matters having a bearing on the efficiency of the services and the proper use of funds and provide an independent view through inspection and evaluation aimed at improving management and methods and at achieving greater coordination among organizations. This is accomplished through an annual work programme consisting of an average of 10 to 12 reports, as well as notes and confidential letters. The Unit submits an annual report on its activities to the General Assembly and to the competent legislative organs of its other participating organizations.

29.36 Since its establishment in 1978, the number of Professional posts in the unit remained unchanged despite the greatly expanded expenditures of the United Nations system and the corresponding increase in oversight responsibilities that this has entailed. The General Assembly has in recent years shown increasing interest in the function of oversight in the United Nations system. It has confirmed the role of the Unit as the only independent, external, system-wide oversight body and has requested both the Secretary-General and the Unit itself to report on ways in which the Unit could enhance its inspection and evaluation activities in light of the recognized need to strengthen external oversight control mechanisms. In section I of its resolution 50/214 of 23 December 1995, the General Assembly, *inter alia*, noted with concern that the proposed programme budget did not take into account its resolutions 48/218 A and B of 23 December 1993 and 29 July 1994, respectively, regarding the strengthening of the external oversight control mechanisms; and specifically called upon the Secretary-General to present proposals on strengthening the Unit's secretariat; and in its resolution 50/233 of 7 June 1996, among other things, stressed that the impact of the Unit on the cost-effectiveness of activities within the United Nations system was a shared responsibility of the Member States, the Unit and the secretariats of the participating organizations.

Table 29.7 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	8 300.0	8 382.3	(40.1)	(0.4)	8 342.2	(164.2)	8 178.0
Other staff costs	37.1	58.0	(29.1)	(50.1)	28.9	(0.5)	28.4
Consultants and experts	20.2	42.4	(27.9)	(65.8)	14.5	(0.4)	14.1
Travel	573.3	656.0	(101.7)	(15.5)	554.3	(3.3)	551.0
Contractual services	3.2	24.0	5.9	24.5	29.9	(0.7)	29.2
General operating expenses	145.4	85.8	22.3	25.9	108.1	(0.7)	107.4
Supplies and materials	10.2	32.9	(5.7)	(17.3)	27.2	(0.2)	27.0
Furniture and equipment	65.4	61.8	(13.7)	(22.1)	48.1	(0.6)	47.5
Total	**9 154.8**	**9 343.2**	**(190.0)**	**(2.0)**	**9 153.2**	**(170.6)**	**8 982.6**

Table 29.8 **Post requirements**

Organizational unit: Joint Inspection Unit

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
P-5	3	2	—	—	—	—	3	2
P-4/3	3	5	—	—	—	—	3	5
P-2/1	1	2	—	—	—	—	1	2
Total	**8**	**10**	**—**	**—**	**—**	**—**	**8**	**10**
General Service category								
Principal level	2	1	—	—	—	—	2	1
Other levels	8	8	—	—	—	—	8	8
Total	**10**	**9**	**—**	**—**	**—**	**—**	**10**	**9**
Grand total	**18**	**19**	**—**	**—**	**—**	**—**	**18**	**19**

29.37 The statute of the Unit provides, *inter alia,* that the budget estimates shall be established by the Secretary-General after consultation with the Administrative Committee on Coordination on the basis of proposals made by the Unit. The budget estimates shall be submitted to the General Assembly together with the report thereon by the Administrative Committee on Coordination and with the comments and recommendations of the Advisory Committee on Administrative and Budgetary Questions. The Unit shall be invited to be represented at the meetings when its budget estimates are being discussed.

Resource requirements (at current rates)

Inspectors

Posts

29.38 The estimated requirements under this heading ($4,043,600) relate to the salaries and emoluments of 11 inspectors, as approved by the General Assembly in its resolution 31/192.

Other staff costs

29.39 The estimate of $28,900 relates to requirements under general temporary assistance and would cover the costs of secretarial services rendered to inspectors while in New York attending General Assembly sessions and on other official business, and the replacement of staff on maternity and sick leave.

Travel

29.40 In accordance with its statute, the inspectors, acting singly or in small groups, shall make on-the-spot inquiries and investigations, some of which may be without prior notification, as and when they may decide. The estimated requirements under this heading ($554,300) relate to travel of the 11 inspectors and research officers supporting them. In response to General Assembly resolution 50/214, the Unit has established a new system of allocating travel funds in accordance with specific studies and activities related to the implementation of the Unit's work programme. The Unit produces an average of 10 to 12 reports during the course of one annual work programme cycle. Recent trends indicated that approximately five reports per year are concerned with technical cooperation and/or matters relating to humanitarian assistance and peacekeeping, which required travel to field missions. On the other hand, administrative and management issues account for an average of six reports, of which half are system-wide and the rest relate to several or a single organization. Inasmuch as the travel requirements for the preparation of different categories are not the same, the travel of inspectors and its related cost under these categories are indicated below.

(a) Five technical cooperation/humanitarian assistance/peacekeeping related reports per annual work programme cycle, each involving travel of one inspector and one research staff to the field, to United Nations Headquarters and to one other duty station ($229,500);

(b) Four administrative/management system-wide reports each involving travel of two inspectors and one research staff to United Nations Headquarters and to two other duty stations ($130,000);

(c) Four administrative/management single organization studies, each involving an average of one inspector and one research staff to United Nations Headquarters or two missions to one other duty station or one mission to a regional commission ($47,400);

(d) Travel of the Executive Secretary and/or Chairman of the Unit for management and administrative meetings/discussions and for Unit representation travel to attend meetings of legislative organs of participating organizations (the Chairman or designated inspector) involving two missions per year to United Nations Headquarters, one mission to another duty station and one mission to a regional commission ($43,900);

(e) Travel of inspectors to present reports to the General Assembly, its subsidiary bodies and the legislative organs of participating organizations, involving 11 inspectors to United Nations Headquarters or to headquarters of other participating organizations, or to one other duty station ($103,500).

Secretariat of the Unit

Posts

29.41 The requirements under this heading amounting to $4,298,600 relate to the cost of posts indicated in table 29.8 above. The negative resource growth represents the combined effect of the application of new standardized vacancy rates, the proposed establishment of three posts (one each at the P-4, P-3 and P-2 levels) being more than offset by the abolition of two posts (one P-5 and one General Service at the Principal level). The 1996-1997 staffing of the Unit, exclusive of the Executive Secretary, consists of seven research officers (three at the P-5 level, and one each at the P-4 and P-2 levels, and two at the P-3 level). As a result of a review of the grade structure of the Office, the 1998-1999 proposals reflect a change in the composition, number and level of posts, namely, eight research officers (two each at the P-5, P-4, P-3 and P-2 levels) and one information technology officer (P-3). In response to General Assembly resolution 48/221 of 23 December 1993, in which the Assembly requested the Unit to report to it on means by which it could enhance its inspection and evaluation activities and of the need to strengthen its oversight control mechanisms, the Unit has invested in automated equipment and software during the biennium 1996-1997. The investments in technological innovations has greatly facilitated access to, recording and dissemination of the data required to meet the Unit's substantive and administrative functions. For the biennium 1998-1999, JIU anticipates that it will develop its information and documentation capacity. For that purpose, the post of an information technology officer is proposed. The increase would be offset by the abolition of the post of management analysis assistant (General Service (Principal Level)).

Consultants and experts

29.42 The proposed provision of $14,500 relates to specialized advice to the inspectors in areas where the particular expertise is lacking. Although technical support is provided for the Unit's studies by the organizations, impartial outside advice is sometimes necessary, primarily to assist in the analysis and interpretation of data, to comment on the technical soundness of findings and recommendations, and to make observations on draft reports.

Contractual services

29.43 The provision of $29,900 is requested under contractual services. This would cover the cost of specialized training for the staff of the Unit ($10,800) and data-processing services ($19,100). In connection with staff training, while the programme is centrally administered by the Office of Human Resources Management, the resources are requested under the Unit since these are also financed by other organizations. Contractual processing services are required for the maintenance of existing software.

General operating expenses

29.44 The requirements amount to $108,100 and relate to the following expenditures:

(a) Rental and maintenance of equipment estimated at $6,500, which would cover one facsimile machine ($1,800), and maintenance costs of other office automation equipment ($4,700). In view of significant investments made in office automation during the biennium 1996-1997, most of the office automation equipment will remain under warranty in 1998-1999. Accordingly, it is anticipated that maintenance expenditures under this item will be at a reduced level;

(b) Communications ($101,600), relating to the costs of cables and telex charges, telephone rental and related charges and postage and diplomatic pouch service.

Supplies and materials

29.45 The estimated requirements under this heading ($27,200) relate to supplies for office automation equipment, stationery and office supplies, internal reproduction supplies and to specialized books and periodicals.

Equipment

29.46 A provision of $48,100 relates to central processing unit (CPU) upgrades for existing personal computers; advanced configuration for three personal computers; CD-ROM changer with network support; laptops and docking stations, scanner, scanner station, multimedia packages and other related charges.

United Nations share in the cost of the Joint Inspection Unit

Table 29.9 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other	—	—	1 915.8	—	1 915.8	(35.7)	1 880.1
Total	**—**	**—**	**1 915.8**	**—**	**1 915.8**	**(35.7)**	**1 880.1**

Other

29.47 The share of the United Nations will depend on expenditure data for participating organizations at the end of 1997. Assuming that this share will be approximately the same as the current estimates in 1996-1997 (20.93 per cent), the share of the United Nations in the estimated cost of the programme ($9,153,200) would amount to $1,915,800 at current rates ($1,880,100 at 1998-1999 rates). Accordingly, an appropriation of $1,915,800 (at current rates) is requested.

C. Information Systems Coordination Committee (United Nations share)

Overview

29.48 The Information Systems Coordination Committee provides strategic views on information systems technology and services, standards and recommended (best) practices, and the examination of information management issues. It works primarily through task forces and working groups and holds several video conferences plus one annual session (three working days) at Geneva. The work programme is organized around three primary elements: provision for an adequate (technological) infrastructure; improvement of access to information; and modernization of dissemination of information. A secondary element is the opportunity for inter-agency cooperation in the area of information systems technologies and services.

29.49 The work of the Information Systems Coordination Committee will address, on a system-wide basis, issues raised by the Economic and Social Council Ad Hoc Open-Ended Working Group on Informatics, and harmonize its initiatives with other inter-agency initiatives, such as the Administrative Committee on Coordination Inter-agency Project on Universal Access to Basic Communication and Information Services, the Administrative Committee on Coordination Inter-agency Telecommunication Advisory Committee and the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Table 29.10 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	828.1	500.4	14.7	2.9	515.1	(21.5)	493.6
Other staff costs	328.8	284.6	159.8	56.1	444.4	(6.0)	438.4
Consultants and experts	101.8	338.2	(110.3)	(32.6)	227.9	(1.9)	226.0
Travel	9.3	22.5	0.5	2.2	23.0	(0.3)	22.7
Contractual services	111.2	213.4	(134.9)	(63.2)	78.5	(1.0)	77.5
General operating expenses	37.1	72.7	7.5	10.3	80.2	(0.9)	79.3
Supplies and materials	10.1	41.6	(12.3)	(29.5)	29.3	(0.3)	29.0
Furniture and equipment	4.3	45.2	93.5	206.8	138.7	(1.2)	137.5
Total	**1 430.7**	**1 518.6**	**18.5**	**1.2**	**1 537.1**	**(33.1)**	**1 504.0**

Table 29.11 **Post requirements**

Organizational unit: Information Systems Coordination Committee

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
Total	1	1	—	—	—	—	1	1
General Service category								
Other levels	1	1	—	—	—	—	1	1
Total	1	1	—	—	—	—	1	1
Grand total	2	2	—	—	—	—	2	2

29.50 The present proposals were reviewed, on behalf of the Administrative Committee on Coordination, by the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) at its eighty-sixth session, from 10 to 14 February 1997.

29.51 The 1998-1999 proposals, adjusted to revised 1996-1997 rates, amount to $1,537,100. Based on the agreed cost-sharing formula for 1996-1997, the United Nations share, for which the related appropriation is requested, is 27.40 per cent, or $421,200.

29.52 The total 1998-1999 budget estimates of the Information Systems Coordination Committee are described below.

Resource requirements (at current rates)

Total requirements of the Information Systems Coordination Committee

Posts

29.53 The estimated requirements of $515,100 relate to the provision for one D-1 post to serve as Secretary of the Information Systems Coordination Committee, supported by one General Service staff.

Other staff costs

29.54 The provision of $444,400 relates to general temporary assistance and would be used for the following purpose: (a) the operation of the Internet server and help desk, system administration for the Official Web Site Locator for the United Nations System of Organizations, the United Nations Libraries Shared Cataloguing and Public Access System (UNCAPS), and such other systems which may be piloted and/or placed into production as a result of task force decisions and recommendations accepted by the Information Systems Coordination Committee; and (b) to aid the Committee Secretary in servicing the annual meeting, in preparing for task force meetings and to provide general administrative assistance.

Consultants and experts

29.55 A provision of $227,900 would be required under this heading for the following purpose: (a) to devise standard terminology for information retrieval; (b) to examine information management issues; (c) to examine successful reorganizations for document management in a contemporary environment; (d) to identify metadata elements for documents accessed both internally and externally; (e) to enhance UNCAPS to be ever more comprehensive; (f) to devise the initial set-up for an inter-agency Internet enabling information flows across the United Nations system; (g) to refine the United Nations International Organizations Network Search (UNIONS) system in order to facilitate finding information based on standard search terms; (h) to improve the use of the Internet to provide services which are business

functions other than those currently provided by a substantial number of United Nations agencies; (i) to analyse information flows to be included in the inter-agency Internet; and (j) to improve small library services within the United Nations system with increased reliance on automated systems.

Travel

29.56 The estimated requirements under this heading ($23,000) relate to (a) official travel of the Secretary of the Information Systems Coordination Committee to participate in task force and other inter-agency meetings, such as common and compatible systems for sustainable development, held outside Geneva and which are not suited for video-conferencing; (b) travel of the Secretary to attend the World Computer Congress at Vienna; and (c) the cost of travel and fees for seminars to be attended by the Secretary of the Commission.

Contractual services

29.57 The estimated requirements ($78,500) relate to the following: (a) reimbursement to the International Computing Centre to assist with testing and placing into production of enhancements to UNCAPS for inclusion of multi-media material; (b) pilot systems to provide electronic access to information using an inter-agency Intranet and from small libraries in remote locations; (c) data-processing expenses for systems in production at the International Computing Centre on behalf of the Information Systems Coordination Committee, primarily related to systematic updating of systems such as UNCAPS; and (d) use of the International Computing Centre by the Information Systems Coordination Committee secretariat.

General operating expenses

29.58 The estimated resources under this heading ($80,200) would cover the cost of leases for various office equipment; communications, including the Information Systems Coordination Committee share of additional bandwidth for Internet access and electronic and video conferencing; and the maintenance of the Internet server, data-processing systems and other office automation equipment.

Supplies and materials

29.59 The proposed provision under this heading ($29,300) relates to stationery and other office supplies, including photocopy and computer supplies; and subscriptions to serials and reference documents.

Furniture and equipment

29.60 Provisions under this heading ($138,700) relate to (a) the purchase of equipment and software for the establishment of inter-agency Internet services, which warrant a common approach; (b) the purchase of additional equipment and software to meet the demands of the Information Systems Coordination Committee work programme, including upgrading of production systems, as required; and (c) the acquisition of office automation equipment to replace obsolete equipment, including local area network.

United Nations share in the cost of the Information Systems Coordination Committee secretariat

Table 29.12 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other	401.7	427.5	(6.3)	(1.4)	421.2	(9.1)	412.1
Total	**401.7**	**427.5**	**(6.3)**	**(1.4)**	**421.2**	**(9.1)**	**412.1**

Other

29.61 The share of the United Nations will depend on staffing data for participating organizations at the end of 1997. Assuming that this share will be approximately the same as the current estimates in the biennium 1996-1997 (27.40 per cent), the share of the United Nations in the estimated cost of the programme

($1,537,100) would be $421,200 at current rates ($412,100 at 1998-1999 rates). On that basis, an appropriation of $421,200 is requested.

D. Consultative Committee on Administrative Questions (United Nations share)

Overview

29.62 The Consultative Committee on Administrative Questions is a subsidiary organ of the Administrative Committee on Coordination. Its general objectives are the improvement and harmonization of administrative practices in the organizations of the United Nations system and the promotion of efficiency and economy in their administrative operations. The fields in which these objectives are pursued are those of personnel, budget, finance and general administration (management systems, travel operations, procurement and other general services).

29.63 The need for coordination in such fields was recognized from the inception of the United Nations system: the activities of the Consultative Committee on Administrative Questions were initiated in February 1948. In its area of competence the Committee is responsible for dealing with and agreeing on questions coming before it without prejudice to the authority of the Administrative Committee on Coordination itself.

29.64 Of particular importance in the work of the Consultative Committee on Administrative Questions are requirements related to action by central intergovernmental bodies concerned with system-wide coordination (the General Assembly, the Economic and Social Council and the Committee for Programme and Coordination) and central expert bodies responsible for investigation, examination, regulation and control in administrative area (the International Civil Service Commission, the Advisory Committee on Administrative and Budgetary Questions, the Joint Inspection Unit and the Panel of External Auditors of the United Nations, the specialized agencies and IAEA). The Consultative Committee on Administrative Questions also deals with matters of system-wide concern brought to its attention by individual participating organizations.

29.65 The Consultative Committee on Administrative Questions operates through regular meetings of senior administrators, which are normally held separately, twice a year, in each of its two general areas of concern, personnel and general administrative questions being dealt with by the Consultative Committee on Administrative Questions (Personnel and General Administrative Questions), and financial budgetary questions by the Consultative Committee on Administrative Questions (Financial and Budgetary Questions). Specialized subjects are considered by standing subcommittees or ad hoc technical working groups as necessary. Many of the activities of the Consultative Committee on Administrative Questions (Personnel and General Administrative Questions) — as well as its meetings — are coordinated with those of the International Civil Service Commission, at which it represents the executive heads of the organizations and is responsible for putting forward the common positions of the administrations on all issues under consideration. More recently, high-level meetings of the Consultative Committee on Administrative Questions as a whole have also been periodically convened (once in 1995 and once in 1996) to discuss experience on reforms and to formulate recommendations to the Administrative Committee on Coordination thereon.

29.66 Support for the work of the Consultative Committee on Administrative Questions is provided by a small inter-organization secretariat funded by the member organizations — the United Nations, UNDP, each of the specialized agencies (except the World Bank and IMF), IAEA and WTO.

Table 29.13 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	1 372.9	1 413.7	(136.0)	(9.6)	1 277.7	(26.6)	1 251.1
Consultants and experts	13.7	23.8	—	—	23.8	(0.3)	23.5
Travel	122.5	166.1	(47.0)	(28.2)	119.1	(1.3)	117.8
Contractual services	101.1	93.2	18.3	19.6	111.5	(0.8)	110.7
General operating expenses	32.7	38.5	(2.9)	(7.5)	35.6	(0.4)	35.2
Supplies and materials	2.4	11.5	(1.3)	(11.3)	10.2	—	10.2
Furniture and equipment	17.8	6.4	1.5	23.4	7.9	(0.1)	7.8
Total	**1 653.1**	**1 753.2**	**(167.4)**	**(9.5)**	**1 585.8**	**(29.5)**	**1 556.3**

Table 29.14 **Post requirements**

Organizational unit: Consultative Committee on Administrative Questions

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	2	2	—	—	—	—	2	2
P-5	1	1	—	—	—	—	1	1
Total	**3**	**3**	**—**	**—**	**—**	**—**	**3**	**3**
General Service category								
Other levels	3	2	—	—	—	—	3	2
Total	**3**	**2**	**—**	**—**	**—**	**—**	**3**	**2**
Grand total	**6**	**5**	**—**	**—**	**—**	**—**	**6**	**5**

29.67 The proposed budget of the Consultative Committee on Administrative Questions secretariat was reviewed, on behalf of the Administrative Committee on Coordination, by the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) at its eighty-sixth session, from 10 to 14 February 1997.

Resource requirements (at current rates)

Total requirements of the Consultative Committee on Administrative Questions

Posts

29.68 The staff resources required ($1,277,700) in the Consultative Committee on Administrative Questions secretariat for implementation of the programmes outlined above are estimated at 72 work months at the Professional level under the jointly-financed budget, of which 48 would be for work in the area of personnel and general administration and 24 in the area of finance and budget. General Service staff resources of 48 months are required. Provision for all staff resources would be made from existing posts (two D-1, one P-5 and two General Service posts), with the existing third General Service post proposed to be abolished.

Consultants and experts

29.69 The resources proposed under this heading ($23,800) would cover the cost of studies required in the development of capabilities for the analysis of personnel data and individual entitlements; as well as the cost of experts required for the conversion of existing mainframe database into a personal computer or server-based database.

Travel

29.70 The estimated requirement under this heading ($119,100) relates to: (a) travel to sessions of the Consultative Committee on Administrative Questions (Personnel and General Administrative Questions) and the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) and attendance at regular sessions of the International Civil Service Commission, in conjunction with the regular sessions of the Consultative Committee on Administrative Questions (Personnel and General Administrative Questions); (b) travel to meetings of the Consultative Committee on Administrative Questions as a whole and subcommittees and working parties of the Consultative Committee on Administrative Questions and the Commission, arranged wherever possible in Geneva but found in some cases to be more convenient or less expensive for participants if held in other headquarters cities; and (c) travel, as required, to meetings of the Fifth Committee, of the Administrative Committee on Coordination, of the United Nations Joint Staff Pension Board and of the Advisory Committee on Post Adjustment Questions and the Consultative Committee on Administrative Questions.

Contractual services

29.71 The estimate of $111,500 would cover the cost of computer time; data storage and direct access required for the development, processing and maintenance of the Consultative Committee on Administrative Questions personnel data base; the development of Internet web pages; the use of electronic mail facilities; and cost of licence upgrades in connection with new softwares purchased.

General operating expenses

29.72 The estimated resources under this heading ($35,600) would cover the maintenance costs for data-processing and facsimile equipment; communications, such as long-distance telephone, postage, pouch and delivery service incurred by the Consultative Committee on Administrative Questions secretariat.

Supplies and materials

29.73 The proposed provision under this heading ($10,200) relates to supplies for data processing and text processing, and to software and specialized reference publications, notably in the field of executive remuneration.

Equipment

29.74 The estimated requirements under this heading ($7,900) would provide for the replacement of two personal computers and two printers, which were purchased in 1991 and 1993; and the acquisition of one printer. Provisions for the acquisition of the related software licences are included in the estimates.

United Nations share in the cost of the Consultative Committee on Administrative Questions secretariat

Table 29.15 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other	469.8	486.3	(30.7)	(6.3)	455.6	(8.5)	447.1
Total	**469.8**	**486.3**	**(30.7)**	**(6.3)**	**455.6**	**(8.5)**	**447.1**

Other

29.75 The share of the United Nations will depend on staffing data for participating organizations at the end of 1997. Assuming that this share will be approximately the same as the current estimates in 1996-1997 (28.73 per cent), the share of the United Nations in the estimated cost of the programme ($1,585,800) would amount to $455,600 at current rates ($447,100 at 1998-1999 rates). On that basis, an appropriation of $455,600 is requested.

E. Consultative Committee on Programme and Operational Questions (United Nations share)

Overview

29.76 The Consultative Committee on Programme and Operational Questions was established by the Administrative Committee on Coordination in April 1993 as one of its principal subsidiary organs. Twenty-nine organizations currently participate regularly in the Committee's meetings, together with the five regional economic commissions and a number of entities such as the Joint and Co-sponsored United Nations Programme on Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (UNAIDS), UNOPS and UNV.

29.77 The Consultative Committee on Programme and Operational Questions holds two regular sessions a year, usually prior to the corresponding spring and fall sessions of the Administrative Committee on Coordination. The work of the Consultative Committee on Programme and Operational Questions is also carried out by a number of subsidiary bodies such as the Task Force on Financing Modalities for Operational Activities, the Advisory Panel on Operational Activities Training and the Working Group on the Resident Coordinator System. Other time bound inter-agency consultative mechanisms are constituted according to need, such as the Working Group on Poverty, the Technical Working Group on the Administrative Committee on Coordination Programme Classification and the Working Group on the Role of the United Nations System in Post-Conflict Situations.

29.78 The current work programme includes issues such as the follow-up to global conferences, collaboration with non-governmental organizations, the strengthening of the resident coordinator system, the role of the United Nations system in post-conflict recovery, programming processes for operational activities, and the simplification and harmonization of rules and procedures.

29.79 The budget of the secretariat is jointly financed by the United Nations, UNICEF, UNDP, UNFPA, UNRWA, UNHCR, WFP, ILO, FAO, UNESCO, ICAO, WHO, UPU, ITU, WMO, IMO, WIPO, UNIDO and IAEA, on the basis of a cost-sharing formula reflecting overall expenditures by member organizations. Other support, notably in connection with the servicing of the Committee's regular sessions, is provided by the United Nations. The United Nations Office at Geneva provides accommodation and certain support services such as personnel administration, budget and finance.

29.80 The Consultative Committee on Programme and Operational Questions is required to advise and assist the Administrative Committee on Coordination in promoting complementarities and in mobilizing the United Nations system's analytical, normative and operational capacities for economic and social development in support of common goals and agreed strategies. It has particular responsibility, in this respect, for analysing and developing the system's response to global, regional and national objectives and priorities; for promoting programme coordination and collaborative arrangements within the system, including effective harmonization of activities at the field level; preparing recommendations to the Administrative Committee on Coordination on policy options and measures in response to guidance and requests from intergovernmental bodies; and providing general overview of the work of several designated subsidiary bodies of the Administrative Committee on Coordination.

Table 29.16 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	693.2	787.5	20.1	2.5	807.6	(15.2)	792.4
Other staff costs	16.2	17.4	(12.9)	(74.1)	4.5	—	4.5
Consultants and experts	31.9	36.9	—	—	36.9	(0.3)	36.6
Travel	53.4	76.3	(6.3)	(8.2)	70.0	(0.6)	69.4
Contractual services	—	—	0.7	—	0.7	—	0.7
General operating expenses	17.1	26.6	(5.6)	(21.0)	21.0	—	21.0
Supplies and materials	6.3	6.1	—	—	6.1	(0.1)	6.0
Furniture and equipment	5.9	3.8	(3.0)	(78.9)	0.8	—	0.8
Total	**824.0**	**954.6**	**(7.0)**	**(0.7)**	**947.6**	**(16.2)**	**931.4**

Table 29.17 **Post requirements**

Organizational unit: Consultative Committee on Programme and Operational Questions

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	—	—	1	1	—	—	1	1
P-4/3	—	—	1	1	—	—	1	1
Total	—	—	2	2	—	—	2	2
General Service category								
Other levels	—	—	1	1	—	—	1	1
Total	—	—	1	1	—	—	1	1
Grand total	—	—	3	3	—	—	3	3

29.81 The 1998-1999 proposals, adjusted to revised 1996-1997 rates, amount to $947,600. Based on the agreed cost-sharing formula, the United Nations share is 20.93 per cent. The regular budget's share in the United Nations share based on the combined expenditures of the regular budget and technical cooperation expenditures is estimated at 85.5 per cent of the combined expenditures (RB/XB).

29.82 The total 1998-1999 budget estimates for the Consultative Committee on Programme and Operational Questions are described below.

Resource requirements (at current rates)

Total requirements of the Consultative Committee on Programme and Operational Questions

Posts

29.83 The staff resources required ($807,600) in the Consultative Committee on Programme and Operational Questions secretariat reflect the continuation of two Professional and one General Service (Other level) posts.

Other staff costs

29.84 The provision of $4,500 relates to general temporary assistance and would provide for two weeks secretarial assistance per annum to assist in the servicing of the Consultative Committee on Programme and Operational Questions meetings, working groups and task forces, which are held outside Geneva.

Consultants and experts

29.85 The resources required under this heading ($36,900) would cover consultant services for the in-depth analysis of a wide range of technical issues for which the secretariat has no existing expertise.

Travel

29.86 The estimated requirements under this heading ($70,000) relate to travel to Headquarters to attend sessions of the Second Committee of the General Assembly and the Executive Board of UNDP, and travel to attend and participate in meetings of inter-agency bodies and their working groups.

Contractual services

29.87 The estimated requirements under this heading ($700) would provide for software upgrades and internet fees.

General operating expenses

29.88 The provision of $21,000 relates to rental of a photocopying machine ($5,700), communications ($13,200) and maintenance of office and electronic data processing equipment ($2,100).

Supplies and materials

29.89 The proposed provision under this heading ($6,100) relates to various supplies required by the secretariat, such as stationery and supplies, office automation supplies and other miscellaneous supplies. Included in the estimate is a provision for the update of the Operational Activities Reference Manual of the Consultative Committee on Programme and Operational Questions.

Equipment

29.90 The estimated requirements under this heading ($800) relate to the acquisition of a new printer.

United Nations share in the cost of the Consultative Committee on Programme and Operational Questions secretariat

Table 29.18 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other	—	166.3	3.2	1.9	169.5	(2.9)	166.6
Total	**—**	**166.3**	**3.2**	**1.9**	**169.5**	**(2.9)**	**166.6**

(2) *Extrabudgetary resources*

1994-1995 expenditures	1996-1997 estimates	Source of funds	1998-1999 estimates
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	40.7	(ii) Extrabudgetary activities	28.8
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
—	**40.7**	**Total**	**28.8**
—	**207.0**	**Total (1) and (2)**	**195.4**

Other

29.91 The share of the United Nations will depend on expenditure data for participating organizations at the end of 1997. Assuming that this share will be approximately the same as the current estimates in 1996-1997 (20.93 per cent), the share of the United Nations in the estimated cost of the programme ($947,600) would amount to $198,300. Of the latter amount, the regular budget's share is estimated at $169,500, or 85.5 per cent, and the share of extrabudgetary resources is estimated at $28,800 at revised 1996-1997 rates. On that basis a regular budget appropriation of $169,500 is requested. A matching provision of $28,800 would be made from the support account for extrabudgetary activities.

F. International Computing Centre (United Nations share)

Overview

29.92 The International Computing Centre at Geneva was established in accordance with the provisions of General Assembly resolution 2741 (XXV) of 17 December 1970 as a major computer facility for the European-based offices and agencies. It serves all those organizations of the United Nations wishing to participate in its activities and is currently utilized by the following organizations: United Nations, UNEP, UNHCR, UNICEF, UNDP, UNRISD, WFP, ITC, ILO, FAO, UNESCO, WHO, World Bank, IMF, IMO, ITU,WMO, WIPO, IFAD, UNIDO, IAEA and WTO.

29.93 As an inter-agency organization, the day-to-day operation of the Centre is directed by a Management Committee, composed of representatives of the executive heads of each participating organization and the Director of the Centre, who reports to the Management Committee. The decision process is by consensus. For the purpose of costing their probable usage of the Centre's services, the participating organizations are provided with the rates agreed to by the Management Committee. The work of the participating organizations ranges from well-articulated projects to tentative undertakings for which they are unable to give precise estimates of the resources required. If the pattern that has evolved in the past is repeated, then, as a participant's work programme becomes more specific during the year, it revises its funding of the various activities.

29.94 The budget estimates of the Centre are calculated on the basis of projections by participating organizations of the level of services which they require and which the Centre is obligated to provide. As such, the share of each participating organization also forms part of the participating organizations' budgets and have been reviewed and approved, or are subject to final review by the governing bodies of each of these participating organizations.

29.95 As agreed among participating organizations, WHO, the Centre's host organization is responsible for the technical review of the budget estimates of the Centre. WHO is also responsible for the authorization of expenditures, including the maintenance of the staffing of the Centre.

29.96 The offices of the United Nations at Geneva utilizing the services of the Centre to carry out approved programmes of work include the United Nations Office at Geneva, the Statistical Office of the Department for Economic and Social Information and Policy Analysis, UNCTAD, ECE, the Department of Humanitarian Affairs, the Centre for Human Rights and UNDRO. The applications include administrative systems for the United Nations Office at Geneva, such as accounting, payroll and personnel, econometric modelling, data banks and statistical data processing, and the United Nations International Emergency Network. The United Nations share of the cost of the Centre does not distinguish between activities funded from the regular budget and those funded from extrabudgetary resources.

29.97 The United Nations ceased to operate its own IBM mainframe facility in New York as of April 1997 and began utilizing the Centre's facilities in Geneva. The annual charges for the services of the Centre resulting from this transfer are estimated at $2.6 million for the United Nations and the United Nations Joint Staff Pension Fund combined. The United Nations share of these costs is estimated at $1.3 million per year or $2.6 million for the biennium 1998-1999.

29.98 As users of the Centre, the related expenditures form part of the work programme of the departments and offices utilizing the Centre. In order to reflect adequately the related expenditures in the programme of work of United Nations organizational units, it is proposed to reflect the related resources in the respective sections of the programme budget. Accordingly, provisions heretofore included under section 29 have been deleted and are distributed to sections of user departments.

Table 29.19 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other	5 872.6	5 961.5	(5 961.5)	(100)	–	–	–
Total	**5 872.6**	**5 961.5**	**(5 961.5)**	**(100)**	–	–	–

Resource requirements (at current rates)

29.99 Based on expenditures during the biennium 1994-1995 and in 1996, and projections for 1997 and during the biennium 1998-1999, the resources proposed under various sections of the proposed programme budget are contained in the table below.

United Nations share of the cost of the International Computing Centre

Table 29.20 **Summary of expenditures by organizational unit**
(Thousands of United States dollars)

	1994-1995 expenditures	*1996-1997 actual expenditures*	*1997 estimated expenditures*	*1996-1997 estimated expenditures section 29*	*1998-1999 estimates at current rates (requested under respective sections)*
Department of Humanitarian Affairs	977.0	271.3	720.5	991.8	1 066.4
Economic Commission for Europe	1 014.7	219.4	810.7	1 030.1	1 376.4
United Nations Conference on Trade and Development	1 640.5	750.5	914.8	1 665.3	2 094.2
United Nations Office at Geneva	1 606.9	927.1	704.1	1 631.2	1 890.2
United Nations Statistical Office	533.8	231.3	310.5	541.8	589.2
United Nations Headquarters	99.8	101.3	—	101.3	44.6
Mainframe (United Nations)	—	—	—	—	2 600.0
Total	**5 872.6**	**2 500.9**	**3 460.6**	**5 961.5**	**9 661.0**

United Nations A/52/6 (Sect. 30)

General Assembly
Fifty-second session

30 May 1997

Proposed programme budget for the biennium 1998-1999*

Part X Jointly financed administrative activities and special expenses

Section 30 Special expenses

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* The present document contains section 30 of the proposed programme budget for the biennium 1998-1999. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Fifty-second Session, Supplement No. 6* (A/52/6/Rev.1).

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Section 30
Special expenses

Overview

30.1 Under section 30, Special expenses, resources are provided to cover specific expenditure requirements for (a) after-service health insurance; (b) compensatory payments; (c) general insurance charges; (d) bank charges; (e) interorganizational security measures; and (f) pension payments to former Secretaries-General.

Table 30.1 **Summary of requirements by component**
(Thousands of United States dollars)

(1) *Regular budget*

	Component	1994-1995 expenditures	1996-1997 appropriations	Resource growth: Amount	Resource growth: Percentage	Total before recosting	Recosting	1998-1999 estimates
A.	After-service health insurance	29 054.0	36 781.9	5 096.3	13.8	41 878.2	5 964.5	47 842.7
B.	Compensatory payments	2 090.2	1 768.2	38.6	2.1	1 806.8	95.1	1 901.9
C.	General insurance	1 017.7	1 194.6	—	—	1 194.6	71.6	1 266.2
D.	Bank charges	1 256.3	171.8	912.3	531.0	1 084.1	65.0	1 149.1
E.	Interorganizational security measures	892.4	1 013.4	(167.4)	(16.5)	846.0	53.6	899.6
F.	Pension payments to former Secretaries-General	—	420.5	203.5	48.3	624.0	37.3	661.3
	Total	**34 310.6**	**41 350.4**	**6 083.3**	**14.7**	**47 433.7**	**6 287.1**	**53 720.8**

(2) *Extrabudgetary resources*

1994-1995 expenditures	1996-1997 estimates	Source of funds	1998-1999 estimates
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	3 751.8	(ii) Extrabudgetary activities	4 880.0
208.6	260.3	Support to peacekeeping operations	298.0
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
208.6	**4 012.1**		**5 178.0**
34 519.2	**45 362.5**		**58 898.8**

Table 30.2 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other staff costs	31 912.8	38 550.1	5 134.9	13.3	43 685.0	6 059.6	49 744.6
Non-staff compensation	—	420.5	203.5	48.3	624.0	37.3	661.3
Consultants	1.1	—	—	—	—	—	—
Travel	27.2	—	—	—	—	—	—
Contractual services	11.8	—	—	—	—	—	—
General operating expenses	2 357.7	1 366.4	912.3	66.7	2 278.7	136.6	2 415.3
Grants and contributions	—	1 013.4	(167.4)	(16.5)	846.0	53.6	899.6
Total	**34 310.6**	**41 350.4**	**6 083.3**	**14.7**	**47 433.7**	**6 287.1**	**53 720.8**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Object of expenditure*	*1998-1999 estimates*
208.6	260.3	Posts	298.0
—	3 751.8	Other staff costs	4 880.0
—	—	General operating expenses	—
—	—	Supplies	—
—	—	Equipment	—
208.6	**4 012.1**		**5 178.0**
34 519.2	**45 362.5**		**58 898.8**

A. After-service health insurance

Table 30.3 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other staff costs	29 052.7	36 781.9	5 096.3	13.8	41 878.2	5 964.5	47 842.7
General operating expenses	1.3	—	—	—	—	—	—
Total	**29 054.0**	**36 781.9**	**5 096.3**	**13.8**	**41 878.2**	**5 964.5**	**47 842.7**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	3 751.8	(ii) Extrabudgetary activities	4 880.0
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
Total —	**3 751.8**		**4 880.0**
Total (1) and (2) **29 054.0**	**40 533.7**		**52 722.7**

30.2 After-service health insurance coverage (for hospitalization, medical and dental expenses) is provided to retired staff members and their dependants in accordance with a General Assembly decision taken at its twenty-first session. By the same decision, coverage is also provided to staff members whose appointment is terminated as a result of disability. In all cases, coverage is available only to those who are eligible to receive a periodic benefit from the United Nations Joint Staff Pension Fund or under the rules governing compensation for service-incurred death, injury or illness. Based on General Assembly resolution 38/235 of 20 December 1983, the cost-sharing ratio applicable is 2 to 1 between the Organization and the participants.

30.3 By its resolution 40/258 of 18 December 1985, the General Assembly decided to extend the after-service health insurance coverage to former locally recruited staff who participated in a medical expense assistance plan under appendix E to the Staff Rules.

30.4 Following retirement, staff members are eligible for subsidized after-service coverage if they have participated in a United Nations system contributory health insurance plan for at least 10 years and are participating in a United Nations plan at the time of retirement. Staff members who upon retirement have participated in a United Nations contributory plan for at least five years are also eligible, provided that they pay the full premium for the period for which their participation falls short of the 10-year requirement for subsidized participation.

30.5 The after-service health insurance programme has since grown in terms of both the number of participants and cost. The growth in resource requirements has stemmed from a combination of growth in the number of participants and the high rate of inflation of medical costs and the related insurance premiums. While the costs of medical services continue to rise at rates higher than the cost of living, some of the increase that would otherwise be incurred has been offset by cost containment measures implemented during the course of the bienniums 1994-1995 and 1996-1997, particularly with respect to the health insurance plans offered at Headquarters. Efforts in this respect are ongoing and will continue to be accorded a high priority in the biennium 1998-1999.

Resource requirements (at current rates)

Other staff costs

30.6 The estimated requirement of $41,878,200 is based on an anticipated 7 per cent annual increase in membership in the insurance programme during the biennium 1998-1999, and on the assumption that at Headquarters, 89.8 per cent of the total subsidy is attributable to the regular budget and 10.2 per cent to extrabudgetary accounts. This percentage is based on an analysis of the relative share of staff enrolled in the after-service health insurance programme who at the time of retirement were financed from extrabudgetary sources.

B. Compensatory payments

Table 30.4 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Other staff costs	2 090.2	1 768.2	38.6	2.1	1 806.8	95.1	1 901.9
Total	**2 090.2**	**1 768.2**	**38.6**	**2.1**	**1 806.8**	**95.1**	**1 901.9**

30.7 The estimates under compensatory payments provide for compensation to members of commissions, committees or other similar United Nations bodies in the event of death, injury or illness attributable to service with the United Nations. The responsibilities of the United Nations in this area, as well as the rules governing compensatory payments, are detailed in ST/SGB/103/Rev.1.

30.8 Compensation is also provided to staff members or their dependants in event of death, injury or illness attributable to the performance by the staff member of official duties on behalf of the United Nations. The compensation is governed by the specific rules under appendix D to the Staff Rules, as detailed in ST/SGB/Staff Rules/Appendix D/Rev.1/Amend.1.

30.9 The costs incurred on both those accounts may include death annuities, monthly benefits for incapacity resulting from injury or illness, lump-sum indemnities for permanent disabilities, and medical, hospital and other directly related expenses.

Resource requirements (at current rates)

Other staff costs

30.10 The estimated requirement of $1,806,800 for compensatory payments is based on data for the years 1990 to 1996 projected for the biennium 1998-1999.

C. General insurance

Table 30.5 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
General operating expenses	1 017.7	1 194.6	—	—	1 194.6	71.6	1 266.2
Total	**1 017.7**	**1 194.6**	**—**	**—**	**1 194.6**	**71.6**	**1 266.2**

30.11 The provisions under general insurance relate mainly to insurance of the buildings and property at United Nations Headquarters, including automobiles and art works, as well as to insurance of aircraft used for travel by the Secretary-General and not owned by the United Nations, and insurance for other air travel. In addition, in accordance with General Assembly resolution 41/210 of 11 December 1986, the United Nations has established a self-insurance plan for general liability risk in respect of acts occurring within the Headquarters district in the United States of America.

Resource requirements (at current rates)

General operating expenses

30.12 Property and liability insurance rates are projected to be relatively stable in 1998-1999 based on trends foreseen at the present time. As a result, the requirements sought under this heading are at the maintenance level. Included in the estimated requirement of $1,194,600 for general insurance are provisions of $728,400 for commercial insurance, estimated on the basis of recent trends in premium rates in the commercial insurance markets, and $466,200 for general liability insurance. General liability insurance is broken down as follows:

		United States dollars
(a)	Costs of irrevocable letter of credit (in replacement of costs of purchased certificates of insurance)	13 200
(b)	Costs of liability claims processing and associated legal expenses and expert advice	53 000
(c)	Two annual instalments ($200,000 each) for the liability reserve fund under the self-insurance plan in accordance with General Assembly resolution 41/210	400 000
	Total	**466 200**

D. Bank charges

Table 30.6 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
General operating expenses	1 256.3	171.8	912.3	531.0	1 084.1	65.0	1 149.1
Total	**1 256.3**	**171.8**	**912.3**	**531.0**	**1 084.1**	**65.0**	**1 149.1**

Resource requirements (at current rates)

General operating expenses

30.13 The estimated requirement of $1,084,100 relates to airmail, cable and commission costs charged to the Organization by banks in respect of remittance and bank transfers made by them on its behalf. The increase is attributable to a departure from prior arrangements whereby United Nations bank balances earned artificially low (sub-market) rates of interest, the benefit of which arrangement accrued to banks allowing them to charge artificially low service charges. Under the new banking agreement, United Nations bank balances in United States dollars earn a full market rate of interest and bank fees are based on rates established through a competitive bidding system.

E. Interorganizational security measures

1. United Nations share

Table 30.7 **Estimates for interorganizational security measures**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Grants and contributions	892.4	1 013.4	(167.4)	(16.5)	846.0	53.6	899.6
Total	**892.4**	**1 013.4**	**(167.4)**	**(16.5)**	**846.0**	**53.6**	**899.6**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	—	(ii) Extrabudgetary activities	
208.6	260.3	Support account for peacekeeping operations	298.0
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
208.6	**260.3**	**Total**	**298.0**
1 101.0	**1 273.7**	**Total (1) and (2)**	**1 197.6**

30.14 Beginning with the 1996-1997 programme budget, the United Nations share of the costs of (a) insurance coverage for hazardous duty stations and (b) the staff of the United Nations Security Coordinator was included in the United Nations regular budget. The provision of the resolution on unforeseen and extraordinary expenditures would continue to apply to security expenses for which requirements cannot be foreseen at this stage, such as evacuations, provision of moveable equipment for security purposes, short-term security personnel in an emergency and field security missions deemed necessary by the United Nations Security Coordinator. All costs included in the programme budget as well as those incurred under the resolution on unforeseen and extraordinary expenditures are apportioned to organizations in accordance with the formula agreed on by the Administrative Committee on Coordination.

30.15 The United Nations Security Coordinator acts on behalf of the Secretary-General to ensure a coherent response by the United Nations to any emergency situation and is responsible for all policy/procedural matters related to security, including decisions relating to all aspects of evacuations. The United Nations Security Coordinator formulates detailed recommendations aimed at ensuring the safety and security of staff members and eligible family members of the entire United Nations system, initiates discussions with representatives of agencies, political departments and other relevant offices in the Organization on current and potential security-related problems and is responsible for coordinating, planning and implementing inter-agency security and safety programmes and for acting as the focal point for inter-agency cooperation.

30.16 The Office of the United Nations Security Coordinator consists of two Professional (one D-1 and one P-3) and two General Service staff members who, following a decision by the Administrative Committee on Coordination, are funded on an inter-agency basis. In addition, one P-4 post is funded from the support account for peacekeeping operations, while one P-5 and one General Service post are provided on a non-reimbursable loan by UNDP, and one P-4 by UNICEF, UNHCR and WFP.

Activities

1. *Parliamentary services*

Parliamentary documentation. Annual report of the Secretary-General on respect for the privileges and immunities of officials of the United Nations and the specialized agencies and related organizations.

2. *Published material*

Technical material. United Nations Security Handbook.

3. *Coordination, harmonization and liaison*

(a) Coordinating all aspects of inter-agency security cooperation, including coordinating, planning and implementing inter-agency security and safety programmes, as well as organizing and managing evacuation of United Nations system staff, as necessary;

(b) Maintaining liaison with permanent missions as necessary;

(c) Annual reports to the Administrative Committee on Coordination through the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) and the Consultative Committee on Administrative Questions (Personnel and General Administrative Questions);

(d) Developing an interorganizational programme for critical incident stress management, including the development of training programmes and strategies for organizations to respond to emergency situations where staff have been affected by violence;

(e) Organizing and conducting seminars and inter-agency meetings on an ad hoc basis, including preparation of all documentation required therefor;

(f) Preparation of daily/monthly security reports, which are sent to all United Nations organizations and are also distributed internally;

(g) Coordinating all issues and actions required in cases of arrest/detention of United Nations staff or dependants.

4. *Administrative support services*

(a) Monitoring on a close and continuous basis the prevailing level of security risk for each field office;

(b) Assessing the level of security planning and preparedness and ensuring the viability of a specific detailed security plan at each duty station for both international and national staff;

(c) Providing staff in the field with advice and guidance regarding the management of security problems;

(d) Briefing staff prior to assignment to their duty station;

(e) Collecting, interpreting and disseminating information regarding potential threats to security of United Nations system staff;

(f) Organizing, managing and coordinating evacuation of United Nations staff and dependants as necessary;

(g) Supervising and instructing the field-based corps of Field Security Officers, who are hired on an inter-agency basis by UNDP;

(h) Undertaking security-related evaluation missions to appraise specific aspects of security on site;

(i) Developing, organizing and presenting security-related training programmes and organizing training seminars in cooperation with the United Nations Training Service and services of other organizations;

(j) Conducting investigations, as required, into the deaths of staff members in the field under suspicious circumstances;

(k) Managing the malicious acts insurance policy covering approximately 20,000 staff members.

30.17 In accordance with the formula agreed on by the Administrative Committee on Coordination, the share of the United Nations for the cost of interorganizational security measures is estimated at $846,000,

including the United Nations share of hazardous duty station life insurance coverage ($648,000). The total requirements are contained in table 30.8 below.

2. Total requirements for interorganizational security measures

Table 30.8 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	654.5	653.4	21.6	3.3	675.0	43.1	718.1
Insurance	3 767.2	3 733.1	(133.0)	(3.6)	3 600.1	215.6	3 815.7
Other staff costs	1.1	2.0	—	—	2.0	0.1	2.1
Consultants and experts	5.7	—	—	—	—	—	—
Travel	67.0	103.8	94.3	90.8	198.1	11.8	209.9
Contractual services	7.3	—	—	—	—	—	—
General operating expenses	419.7	153.6	(100.9)	(65.6)	52.7	3.1	55.8
Hospitality	—	1.4	(1.4)	(100.0)	—	—	—
Supplies and materials	6.0	6.6	(0.1)	(1.5)	6.5	0.4	6.9
Furniture and equipment	24.4	—	9.7	—	9.7	0.6	10.3
Total	**4 952.9**	**4 653.9**	**(109.8)**	**(2.3)**	**4 544.1**	**274.7**	**4 818.8**

Table 30.9 **Post requirements**[a]

Programme: Interorganizational security measures

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	—	—	—	—	1	1	1	1
P-4	—	—	—	—	2	2	2	2
P-3	1	1	—	—	—	—	1	1
Total	**2**	**2**	**—**	**—**	**3**	**3**	**5**	**5**
General Service category								
Other levels	2	2	—	—	1	1	3	3
Total	**2**	**2**	**—**	**—**	**1**	**1**	**3**	**3**
Grand total	**4**	**4**	**—**	**—**	**4**	**4**	**8**	**8**

[a] One P-5 and one General Service post provided on a non-reimbursable loan by UNDP and one P-4 post by UNICEF, UNHCR and WFP, one P-4 post funded from the support account for peacekeeping operations.

Resource requirements (at current rates)

Posts

30.18 The requirement of $675,000 would provide for the salaries and common staff costs of one D-1, one P-3 and two General Service posts funded on an inter-agency basis.

Insurance

30.19 The cost for interorganizational insurance is estimated at $3,600,100. This relates to the provision of life insurance coverage, which has been obtained on a system-wide basis beginning 1 January 1990 for staff members required to work in areas which, as determined by the United Nations Security Coordinator, might involve certain risks.

30.20 Coverage is related to malicious acts only, that is, for death or disability caused directly by war, invasion, acts of foreign enemies, hostilities, civil war, revolution, rebellion, insurrection, military or usurped power, riots or civil commotion, sabotage, explosion of war weapons, terrorist activities, murder, assault by foreign enemies or any attempt thereat.

30.21 The following categories of staff are covered by this policy: internationally recruited staff assigned to a duty station, internationally recruited staff, experts and consultants on official mission/travel/daily subsistence allowance status and other United Nations official visitors in the designated countries, internationally recruited General Service staff as well as all staff paid on the basis of the Field Service category and locally recruited staff members (coverage is for service-incurred events only, including travel to and from the workplace).

Other staff costs

30.22 An estimated requirement of $2,000 would provide for overtime during peak workload periods, including during emergency security situations.

Travel

30.23 A provision of $198,100 is proposed to cover the cost of attending two ad hoc inter-agency meetings and of undertaking 24 security missions, as mandated by the Administrative Committee on Coordination.

General operating expenses

30.24 An estimated requirement of $52,700 would provide for communications, including long-distance telephone and facsimile charges and cable charges and the Office's share of maintenance and support of the LAN technical infrastructure (including central servers) necessary for the support of central management services such as e-mail and UNIX for IMIS.

Supplies and materials

30.25 An estimated amount of $6,500 would provide for office supplies and facsimile machines.

Furniture and equipment

30.26 The requirement of $9,700 relates to the replacement of office automation equipment.

F. Pension payments to former Secretaries-General

Table 30.10 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Non-staff compensation	—	420.5	203.5	48.3	624.0	37.3	661.3
Total	—[a]	**420.5**	**203.5**	**48.3**	**624.0**	**37.3**	**661.3**

[a] The 1994-1995 expenditure of $353,300 had been reported under section 1.

Non-staff compensation

30.27 The requirement of $624,000 reflects the provision for retirement allowances of former Secretaries-General.